



# Shanghai Community International School

## 上海长宁国际外籍人员子女学校

### SCIS Pudong Campus Tuition and Fees for 2025-26

#### SUMMARY OF FEES AND CONDITIONS

The SCIS tuition and fees for the 2025-26 school year covers the full, standard school program. The SCIS program includes school provided services, when available, at no additional costs to families. School provided services include transportation to and from school, daily lunch at school (for full-day students), one “startup” set of the school uniform, and for Upper School students (grades 6–12), compulsory travel (China Trips) and use of a MacBook laptop.

#### APPLICATION FEE RMB 2,750

The application fee is non-refundable and payable when the student’s application is completed and submitted to the school for consideration. This fee is not applicable to other school fees but is valid for up to one academic year beyond the submitted application date. No application will be reviewed until this fee is paid in full.

#### SEAT GUARANTEE DEPOSIT

**RMB 20,000**

Upon acceptance to SCIS, this deposit (which is applicable to the first semester or annual fee) will secure a seat until the June 1, 2025 tuition payment deadline. The seat guarantee deposit is due for all returning families by March 14, 2025 and is due within five working days of the offer of enrollment for new families. Once the due date has passed, a seat may be offered to other students in the wait-pool or from our new applicant pool. A refund of the seat guarantee fee will not be granted if the parent/guardian withdraws their child/ren from school, or if he/she is withdrawn due to academic, medical or behavioral concerns that inhibit their ability to remain enrolled in school.

#### 2025-26 TUITION FEE STRUCTURE

GRADE	ANNUAL PAYMENT (Due Date: June 1, 2025)	SEMESTER PAYMENT (Due Date: June 1 & Nov. 1, 2025)
Nursery, Pre-School (half day)	RMB 146,000	RMB 78,000
Nursery, PS, PK (full day)	RMB 192,000	RMB 101,000
Kindergarten – Grade 5	RMB 276,750	RMB 143,375
Grade 6–12	RMB 308,500	RMB 159,250

All fees listed are inclusive of any value added tax (VAT)

#### CAPITAL FEE

**FIRST YEAR - RMB 22,500 // ANNUALLY - RMB 5,000**

The capital fee provides the needed funds for ongoing school facility enhancements, such as capital purchases, building maintenance, equipment and other projects aimed at school improvement. The RMB 22,500 Capital Fee is a one-time, nonrefundable fee paid upon admission for all newly enrolled students to SCIS. The RMB 5,000 Capital Fee is an annual, non-refundable fee paid upon re-enrollment for all current SCIS students returning for the next school year.

#### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) FEE

**RMB 15,000**

The one-time, non-refundable EAL fee is charged to students, grades 1–10, who require additional English language proficiency support as determined by the school. In most cases, this fee is charged pre-arrival upon enrollment, and is based on criteria supported through the application materials. In some cases, this fee is charged post-arrival after the student’s English language proficiency is assessed. In all cases, students’ English language proficiency will be assessed upon arrival. This fee must be paid in full upon enrollment into the EAL program.

#### EXAM FEES

It is the parents’ responsibility to cover all external exam costs (i.e. SAT, ACT, and IB) as these exams are not part of high school graduation requirements.

#### EARLY PAYMENT DISCOUNT OPTION

This payment option allows for up to a 5% discount on tuition fees only when annual tuition fees are paid in full for the school year by the following deadlines. Since the date of payment is determined by our bank’s acknowledgement, it is advisable to allow several lead days to avoid missing the deadline. No deadline extensions will be granted.

DEADLINE	DISCOUNT
March 14, 2025	5%
April 18, 2025	3%

# Pudong Campus

## PAYMENT OF FEES

If payment is made by US Dollar (USD) check, please use the USD exchange rate at the time of payment and add US\$40 to the total amount to cover bank clearance charges. If the payment is made by wire transfer, any bank charge will be the responsibility of the payer. If payments are made by credit or debit card, any transaction fee will be the responsibility of the payer. Regardless of payment option, all fees must be settled before the student begins class. In order to support the best start for our students, classroom teachers must have three days' notice prior to a student's first day of attendance.

## REFUND POLICY

1. If a student withdraws for the next school year and notifies the school (in writing) by the preceding March 14, SCIS will refund the full tuition amount, inclusive of the seat guarantee deposit.
2. If a student withdraws before the start of the first semester and notifies the school (in writing) by the preceding July 31, SCIS will refund the semester or annual payment made, exclusive of the seat guarantee deposit (RMB 20,000).
3. If a student withdraws before the start of the first semester and notifies the school (in writing) after the preceding July 31, SCIS will refund the semester or annual payment made, exclusive of double the seat guarantee deposit (RMB 40,000).
4. If a student withdraws after the start of the first semester and notifies the school (in writing) by December 1 of the current school year; and does not attend any days of school during the second semester, SCIS will refund the annual payment made, exclusive of the semester tuition fee.
5. If a student withdraws after the start of the first semester and notifies the school (in writing) after December 1 of the current school year; and does not attend any days of school during the second semester, SCIS will refund the annual payment made, exclusive of the semester tuition fee and seat guarantee deposit (RMB 20,000).
6. Once a semester is underway, no refund for that semester is possible, regardless of whether the student has attended classes or not.
7. If at any time the enrollment is modified from annual to semester, or otherwise, the tuition invoice will be adjusted to reflect the full amount of the tuition rate owed according to the adjusted enrollment type. Any enrollment type less than annual enrollment will incur the semester tuition rate.
8. The early payment discount incentive is only valid for annual enrollment and applied to the annual tuition rate invoice if paid in full before the posted deadline. If at any time the enrollment is modified from annual to semester, or otherwise, the early payment discount incentive will no longer be valid, and the tuition invoice will be adjusted to reflect the full amount of the tuition rate owed.
9. Refunds will not be offered for entrance fees (i.e. application, capital, etc.) or supplementary program fees (i.e. EAL, LSP, SLP, exams, etc.).
10. Refunds will not be offered to students who are dismissed from school for academic or behavioral misconduct, or to students who have not disclosed learning issues which SCIS is unable to support.

11. School fees are not transferable.
12. Refunds are processed after the student's last day of attendance, once the return of school materials has been verified.
13. Refunds will be transferred to the party making the fee payments within fifteen working days from the students' last day of school.
14. Refunds of USD will be calculated using the exchange rate from the original date of payment.

## METHODS OF PAYMENT

1. Fees may be paid by bank transfer\* (see further instructions below).
2. Fees may be paid by check, in RMB or US dollars (according to the daily rate of exchange), at any of our campuses.
3. Fees may be paid in RMB cash at any of our campuses. We regret that SCIS is not able to accept U.S. Dollar cash payments.
4. Fees may be paid by credit/debit card (SCIS accepts all major credit cards, however transaction fees will be the responsibility of the payer).

## SCHOOL BANK DETAILS

### Transfers from outside of China: (In USD\*)

#### **Industrial and Commercial Bank of China Shanghai Branch**

670 Huang Jin Cheng Dao, Shanghai, China

Shanghai Community International School

Account: 1001310909148001247

Swift Code: ICBKCNBJSHI

(\*According to the exchange rate the day of the transaction)

### Transfers from within China: (In RMB)

#### **Bank of Shanghai Yuyuan Road Sub-Branch**

上海银行愚园路支行

Shanghai Community International School

上海长宁国际外籍人员子女学校

Account: 31641800003039938

### Required if choosing Wire Transfer Payment Option

Because wire transfers often pass through several intermediate banks before they are deposited, the process may take several days to reach the SCIS account. It is often difficult and/or impossible to determine the student or family making the payment from the bank notice of deposit.

To ensure that your payment through wire transfer is properly credited, please email SCIS a copy of your proof of remittance to [payment@scis-china.org](mailto:payment@scis-china.org), or fax to 86 (21) 62614639. Please write your child's name, grade, and campus in the subject line of the email or at the top of the fax.