北京顺义国际学校
INTERNATIONAL SCHOOL OF BEIJING

ISB School Fee Policy

Application Fee RMB 2,800

The application fee is valid for the school year for which the application is submitted. This fee is payable when the student's application is submitted and is required prior to evaluation by the ISB Admissions Team. The fee is non-refundable and remains valid until the subsequent Schedule of Fees is released (And is therefore subject to change).

Non-Refundable Tuition Prepayment Fee

A non-refundable Tuition **Prepayment Fee** of **RMB 45,000** is required for all students in order to secure their space for the upcoming school year. This prepayment will be applied toward the Annual Tuition Fee. The due dates are as follows:

Category	Due date
Re-enrolling Students	On or before March 13, 2026
Newly Enrolled Students	Within 7 calendar days of the Invoice Date

---

Entry Tuition Fee

A one-time New Student **Entry Tuition Fee** of **RMB 18,000** per student is required for all new admissions to ISB. The Entry Tuition Fee supports the additional resources provided by the school to help new students smoothly transition into school academics and life. The fee goes towards investment in school facilities, including new facility constructions and renovations, and investment in technological advancements, with all efforts aimed at ensuring students' access to a top-tier educational environment at ISB.

The Entry Fee is due at the same time as the Tuition Fees.

Withdrawal of an active student(who has never paid an Entry Tuition Fee), followed by subsequent re-admission, requires payment of the Entry Tuition Fee. For active students that have already once before paid the Entry Tuition Fee, who withdraw and later seek re-admission, the fee will be waived for a two-year period. After the lapse of a two-year period of non-enrollment, the Entry Fee will be charged once again upon each re-admission.

Annual Tuition Fees

Tuition fees fund school operations and facilities. The due dates are as follows:

Category	Due date
Re-enrolling Students	On or before June 1, 2026
Newly Enrolled Students	Within 20 calendar days of the Invoice Date

---

Transportation Fee

The school provides bus services to and from school. The Transportation Fee applies to students who register for the bus services. Transportation Fee is included in the student Invoice and is due at the same time as the Tuition Fees.

Prorated School Fees for Late Entry

For students who enroll after the school year has commenced, school fees—including tuition and bus fees—will be prorated according to four-quarters schedule. Please note that the minimum payment required will cover one quarter, and all quarter dates will align with the school calendar.

Annual Tuition Installment Plan

ISB offers installment plans for tuition fees on a need basis, subject to the following conditions:

1. The student must have attended ISB for at least one full school year.
2. The student must not have more than three late payments during the previous school year.
3. The Non-Refundable Tuition Prepayment Fee of RMB 45,000 must be fully paid prior to application.

To apply for an installment plan for the 2026-2027 school year, please submit applications to the Business Office via email at **tuition@isb.cn** by **May 15, 2026**. Applications will only be processed if all conditions are met.

For families opting for installment payments, two plans are available. A **Two-Installment Plan** requires the first payment by June 1,2026 and the second by October 1,2026. Alternatively, the **Four-Installment Plan** involves four payments: June 1, August 1, September 1, and October 1 of 2026.

Late Payment Policy

A late payment surcharge of 2% per month, compounded monthly, will be assessed on any overdue school fees.

School Fee Refund Policy

Requests for refunds of school fees will be evaluated according to School Policy. Refunds are subject to the School having met all other financial and contractual liabilities. Please note that the Tuition Prepayment Fee is **NOT** refundable.

Tuition Fees Refund

- Tuition Fees paid for the full academic year, less the Non-refundable Tuition Prepayment Fee, will be refunded if a Withdraw Request Form is received by the Admissions Office through ISB's Dragon's Gate on or before **July 1, 2026.**
- Tuition Fee for the second semester paid will be refunded if a Withdraw Request Form is received by the Admissions Office through ISB's Dragon's Gate on or before **November 1, 2026.**
- Tuition Fee will **NOT** be refunded for any withdrawal notification received after **November 1, 2026.**

Entry Tuition Fee Refund

The RMB 18,000 New Student Entry Tuition Fee will be refundable if a Withdraw Request Form is received by the Admissions Office on or before **July 1, 2026,** for students starting from Semester 1, and on or before **November 1, 2026,** for students starting from Semester 2. Beyond this date, this fee will **NOT** be refundable.

Transportation Fee Refund

- The Transportation Fee will be refundable if the Bus Service Cancellation Notification is received by the Bus Office before the following dates:

Date	Transportation Fees Refundable
Within 7 calendar days after Semester 1 begins	100% of annual transportation fees
Within one month after Semester 1 begins	75% of annual transportation fees
Within 7 calendar days after Semester 2 begins	50% of annual transportation fees
Within one month after Semester 2 begins	25% of annual transportation fees

- For any Bus Service Cancellation Notification received beyond one month after school begins, the Transportation fee of related semester will **NOT** be refundable.

Requesting Fapiao

Fapiao will only be issued in the original payer's name documenting the amount paid. To submit your request or questions, please email tuition@isb.cn. The original Fapiao must be returned to the Business Office when any refund is requested; otherwise, no refund can be processed. The refund will only be made to the account of the original payment.

Payment Methods

Tuition and fee payments must be made via bank transfer. No cash payment is accepted. The school's bank account details are printed on all invoices and can also be obtained from the Business Office. Please note that **all bank charges are the responsibility of the payer.**

Invoices are issued in RMB only. Payments made in USD will be converted into RMB based on the middle rate published by the Bank of China at the time of receipt (http://www.boc.cn/sourcedb/whpj/enindex.html). Any shortfall in the amounts received by the school will remain due and payable upon demand.