

## 2025-2026 Fee Schedule

### Application Fee

A non-refundable application fee of **RMB 2,500** applies to all new students seeking admission to YCIS Beijing. The Application Fee is an administrative fee that initiates the application review and admission process.

### Deposit

The Deposit of **RMB 20,000** is a one-time, refundable, non-interest-bearing security deposit required to be paid to the School. The School shall hold this amount throughout the duration of the student's enrolment. The School has the right to use the Deposit to settle any outstanding fees or amounts owing to the School either prior, during or after the student's attendance at the school.

Following deductions of any amounts due to the School and in line with the School's **Withdrawal & Refund Policy and Procedure**, the Deposit will be refunded to the parents within 45 working days after all required procedures are completed.

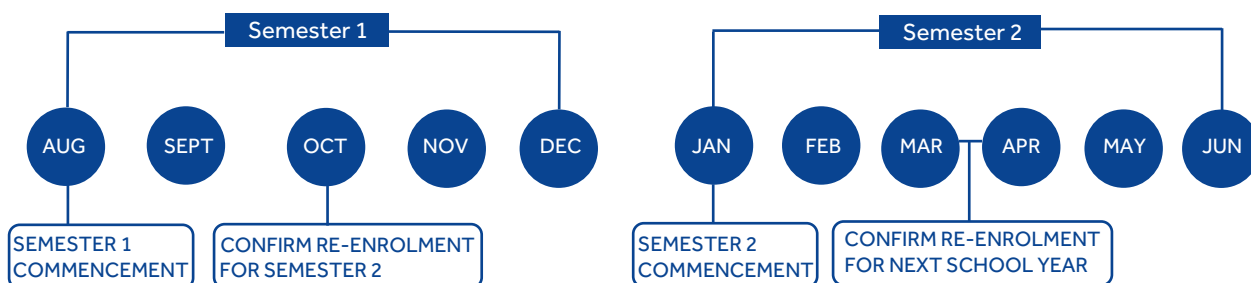
**Payment of the Deposit will not, in and of itself, guarantee a school placement; applicants must first meet all other admission and school requirements.**

### \*Tuition Fees

Year Level	Semester 1 Payment	Semester 2 Payment	Annual Payment
K2 - Kindergarten (Half Day)	54,800	82,200	137,000
K2 - Kindergarten (Full Day)	88,400	132,600	221,000
K3 & 4 - Kindergarten (Full Day)	95,600	143,400	239,000
Years 1 & 2 - Primary	114,800	172,200	287,000
Years 3, 4, 5 & 6 - Primary	118,000	177,000	295,000
Years 7, 8 & 9 - Lower Secondary	126,400	189,600	316,000
Years 10, 11, 12 & 13 - Upper Secondary IGCSE, HKDSE & IB	133,600	200,400	334,000

### Note:

1. All fees are quoted in RMB.
2. The annual fees are collected over a period of 10 months, with the Semester 1 calculated as 4 months and the Semester 2 calculated as 6 months.



### HKDSE Founding Students Discount

Students enrolled in the 2025-2026 HKDSE program will enjoy the Founding Student Tuition Discount of approximately 33%.

### Early Annual Payment Discount

1. Parents/Guardians may enjoy a three percent (3%) discount on Annual Tuition Fees only (excluding any additional school fees) when making a full annual Tuition Fee payment by 20 April 2025.
2. Parents/Guardians of New students may enjoy a three percent (3%) discount on Annual Tuition Fees only (excluding any additional school fees) when making the payment within 10 working days of the offer date.
3. The Tuition Fee paid through any instalment payment method will not be able to enjoy the early bird discount.

**Note: The date of receipt is determined by the date for which our bank acknowledges the receipt of funds. We recommend that you allow for several lead days to avoid missing the deadline.**

### Sibling Discount

Parents/guardians who have two or more children enrolled at YCIS HLJ Campus during the same period can enjoy a sibling discount on Tuition Fees only (excluding other school fees). Discounts are applied to siblings in the lower year levels.

Sibling	Discount Percentage
2nd Child	15%
3rd Child or more	25%

### School Bus Fees

The School Bus Service is optional and can be applied via the school website or YCIS Beijing WeChat Parent Portal if necessary. Applications will be followed up by the Bus Coordinator, who will arrange the service in accordance with the specified routes, schedules, and occupancy levels, and will communicate with each family individually.

Detailed information regarding the School Bus fees, the Bus Service Handbook, and the related policies for the 2025-2026 academic year will be provided in a separate email at a later date.

### School Lunch Fees

The school coordinates with an international cafeteria operating service company – Sodexo that offers various lunch options for students on campus. Lunch fees are not included in tuition fees and can be topped up directly through the Sodexo App.

**Please note:** The school office must be notified in advance about students with special **dietary requirements, such as Halal Foods, Vegetarian options** or food-related **allergies**.

Any request for refunds with respect to School Lunch Fees should be made directly to the service provider responsible for operating the School's cafeteria. Please contact the Sodexo on-site manager for details.

### School Uniform

All students are required to wear the school uniform. Uniform requirements differ by season, and students should adhere to seasonal and course requirements. Uniforms can be purchased via the uniform website based on actual needs. The Uniform Guide, 2025-2026 Uniform Order List and 2025-2026 Uniform Order Manual will be provided in a separate email at a later date.

### Co-Curricular Activities (CCA)

Co-Curricular Activities (CCA) are available for students in K3 and above. An additional charge may apply to some CCAs. Detailed information regarding the CCAs will be sent out by School Office.

### Digital Devices

Digital devices are provided from ECE to Year 5. Students in Year 6 can choose between bringing their own device or using a device provided by the school. Students from Year 7-13 are required to bring their own digital devices (Laptop/Tablet).

### Placement Deposit

Any payments received by the School will be applied first to the Deposit if not yet settled. Any outstanding payments must be settled according to the payment deadlines of the Tuition Fees.

### Tax Receipts / Fapiao

The School will issue official tax receipts (Fapiao) for all school fee payments (excluding the Deposit). The Fapiao can only be issued by academic year or semester before the end of the paid academic year in accordance with local policies and regulations. If you have any special requirements/changes for the school fee fapiao title, please inform the Finance Department as soon as you make the payment. The Fapiao with the company's name could be issued if the fees are paid from the company account to the school directly. If any change on the Fapiao information is required, please contact the Finance Department within 1 month from Fapiao date.

### Tuition Fee Payment Deadline

The Tuition fee payment deadline for Semester 1 is **1 May 2025**.

The tuition fee payment deadline for Semester 2 is **31 Oct 2025**.

### Late Payment Charges

A late payment charge of **0.05%** per day will be applied to all overdue Tuition Fees. If a payment extension is needed, please contact the **School Finance Department** in advance to submit the official application.

## Methods of Payment

### 1. Bank Remittance

Payment can be made by bank transfer payable to the School's U.S. Dollar (USD) or Chinese Renminbi (RMB) bank accounts.

Please refer to the below information for details.

When making any payments to the school, please ensure that you quote your school issued invoice number and/or student **reference number** on the transfer deposit slip. This will assist us with allocating your payment to your school account.

BANK ACCOUNT INFORMATION	
RMB PAYMENTS (¥)	
Account Name	YEW CHUNG INTL SCHOOL OF BEIJING
Account Number	531013704018
Bank Name & Branch	Hang Seng Bank (China) Limited Beijing Branch
Address	Unit 901-904, 9/F Fortune Financial Center, 5 Dong San Huan Mid Road, Chaoyang District, Beijing, China
Swift Code	HASECNSHBEJ

USD PAYMENTS (\$)	
Account Name	YEW CHUNG INTL SCHOOL OF BEIJING
Account Number	530300813055
Bank Name & Branch	Hang Seng Bank (China) Limited Beijing Branch
Address	Unit 901-904, 9/F Fortune Financial Center, 5 Dong San Huan Mid Road, Chaoyang District, Beijing, China
Swift Code	HASECNSHBEJ
<b>Note: The exchange rate from USD or other currencies to RMB is based on the rate published by the State Administration of Foreign Exchange on the remittance date. Please contact the School Finance Department to verify the rate before processing the payment.</b>	

### 2. Cash payments (RMB only)

Cash payment is accepted by the Cashier at the School Finance Department. However, for safety reasons, cash payment is **NOT** recommended. Please schedule an appointment with the Finance Department in advance if you wish to pay by this method.

### 3. Credit Card/Debit Card Payments

Credit/Debit card payments made in person are acceptable methods of payment. Additional bank service charges may apply. We encourage you to schedule an appointment with the Finance Department in advance.

### 4. Online Payment

Payments can also be made via the YooPay and WeChat online payment portals. Please contact the School Finance Department for more information.

### 5. Please Note: The School cannot accept payment through Personal Cheques.

Should you require further assistance regarding the fees payment, please contact the **School Finance Department** directly at:

**Tel: (8610) 8585 1858**

**Email: [fad.YCISBJ@ycis.com](mailto:fad.YCISBJ@ycis.com)**

Our office hours are from 07:30 – 17:00, Monday to Friday.



## 2025-2026 Withdrawal & Refund Policy and Procedure

In order to request student's withdrawal, please kindly contact School Office to obtain the link of Departure Notice Form in advance of the desired departure date. Any refunds of fees and/or the Deposit will only be considered upon receipt of the Departure Notice Form. If the Departure Notice Form is submitted to the school office during a public holiday, it will be deemed received by the school on the first day of school following the public holiday.

Unfortunately, the school is unable to accept verbal, telephonic or email notification for departure.

Students for which a Departure Notice Form is not received will be considered as re-enrolled for the following school year.

### Submission Date of the Departure Notice Form and Refund Policy

In the event that a parent/guardian decides to terminate a student's enrolment at the school, refund calculations will be made according to the [Refund Information Chart](#) below. Any refunds are dependent on the date on which the Departure Notice Form is received by the school.

IF I SUBMIT A NOTICE OF DEPARTURE			I AM ELIGIBLE FOR A REFUND OF THE		
			DEPOSIT	25/26 SEMESTER 1 TUITION & BUS FEES	25/26 SEMESTER 2 TUITION & BUS FEES
V					
A	ON OR BEFORE APRIL 20, 2025	>	Applicable to 25/26 Semester 1	YES	YES
B	ON OR BEFORE JUNE 1, 2025	>		YES, PARTIAL a Late Departure Notice Surcharge of RMB10,000 will be incurred.	YES
C	ON OR BEFORE AUGUST 15, 2025	>		80%	YES
D	ON OR BEFORE OCTOBER 31, 2025	>	Applicable to 25/26 Semester 2	YES	YES
E	AFTER OCTOBER 31, 2025	>		NO	70%
F	AFTER JANUARY 1, 2026	>		NO	NO

### Terms & Conditions

While the School reserves the right to deduct from the Deposit any amounts that are owed by the student or the parent/guardian to the School, this right does not diminish in any way the School's absolute right to otherwise require payment and collection of such amounts through other means when such amounts are due.

### Internal Transfer

For more information about internal transfer to other YCYW schools, please contact the School Office for details, including the payment terms and policies of school fees.

### Temporary Leave

For students who need to apply for the temporary leave, parents or guardians must provide advance formal application to School Leadership Team in writing, and provide reasons for such temporary leave request. Parents or guardians are also required to notify the school of the scheduled date of return to resume enrolment. The school Leadership Team will review the details and provide a formal response.

If the application is approved, the school will **retain 20% of the tuition fees for the duration of the temporary leave** in order to secure the student's placement. The remaining tuition fees that had been paid will be carried on to subsequent semesters or academic years only and cannot be refunded.

Students are required to participate in an academic assessment prior to the official resumption of class after the end of temporary period. Should an extension of the temporary leave be required, parents or guardians are requested to communicate in writing with the School Leadership Team in advance to obtain re-approval.

If the student does not resume enrolment on the scheduled date nor notify the School on extending the duration of leave or formally withdraws from the school during or at end of the temporary leave period, he or she will be considered to have departed from the school and the space will be made available to waiting applicants. Refunds for tuition fees and deposit will be processed in accordance with the withdrawal and refund policy. If the student returns later on, the student should follow the regular admissions procedure, and a non-refundable application fee must be paid again.

*Any refund or release of school records is dependent upon satisfactory completion of the Departure Procedures, the settlement of the school fees, the return of all school property, and the clearance of accounts with the School Office.*

### **Force Majeure**

The parent/guardian understands and agrees that, if an event of force majeure (as defined below) occurs and as a result the School is prevented from performing any of its obligations towards the parent/guardian and/or students, including but not limited to school closure and reduction of student in-school learning hours, the school may implement any of the following alternative measures or any combination thereof to minimise interruptions of the students continued studying activities:

- While the force majeure event is ongoing, resort to online/virtual classes, homework assignments, and teacher-student/teacher- parent communications;
- After the school re-opens for classes upon cessation of the force majeure event, extend the school hours on a daily, weekly or monthly basis, to make up the lost class hours if necessary; and
- When the school is able and permitted to resume normal business activities, hold extra classes or conduct special learning sessions/semester to make up the lost class hours if necessary.

For purposes of the foregoing provisions, an “event of force majeure” means an event beyond the control of the school, including but is not limited to, prohibition or acts by government or public agency, riot, war, hostility, terrorist attacks, public disturbance, strikes, other labour disputes and work stoppages, failure or interruption of transportation or other utilities, epidemic, fire, flood, earthquake, storm, tidal wave or other acts of nature.

*The 2025-2026 Withdrawal & Refund Policy and Procedure is valid as of 17 March 2025 and will continue to be valid until 31 July 2026. In case of inconsistencies between the English and Chinese versions of this document, the Chinese version shall prevail.*

## Cancellation of New Application and Refund Policy

In the unlikely event that a parent/guardian needs to cancel their application from the school after the acceptance of the Offer of Placement and after the payment of the accompanying Deposit and/or Tuition Fees, refund of fees will be based on the withdrawal notice date. Please refer to the table below for more information.

- 1) An official notice of intent to withdraw an application together with a supporting statement must be submitted in writing to the Marketing & Admissions Manager in order for the school to process any refunds that may apply.
- 2) Refund calculations will be made accordingly, as commitments would have already been made by the school that would have an indirect financial impact on implementing changes in staffing, scheduling, equipment purchases and other arrangements.

Notice of Cancellation	90 days or less prior to the start date	less than 60 days prior to the start date	less than 30 days prior to the start date
Tuition/Bus Fees	80% Refund	70% Refund	50% Refund

**Please Note:** A cancellation Surcharge of RMB10,000 will be applied if students subsequently decide not to attend as scheduled.