

2022-2023 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

Deposit
RMB 20,000

The Deposit 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 enrollment. The School has the right to settle any outstanding fees or amounts owing to the School either prior, during or after the student's attendance at the school using the Deposit.

Following deductions for any amounts due to the School and in line with the School's **Departure & Refund Policy and Procedure**, the Deposit will be refunded to the parents within 45 days after all required procedures have been 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)	46,400	69,600	116,000
K2 - Kindergarten (Full Day)	76,800	115,200	192,000
K3 & 4 - Kindergarten (Full Day)	89,200	133,800	223,000
Years 1 & 2 - Primary	107,600	161,400	269,000
Years 3, 4, 5 & 6 - Primary	108,800	163,200	272,000
Years 7, 8 & 9 - Lower Secondary	117,600	176,400	294,000
Years 10 & 11 - Upper Secondary IGCSE	124,400	186,600	311,000
Years 12 & 13 - Upper Secondary IB	124,400	186,600	311,000

*All fees are quoted in RMB.

For mid-year applications, the tuition fees will be calculated on a monthly pro-rata basis, calculated based on a 10-month period and inclusive of the month in which the student plans to start attending school.

Early Annual Payment Discount

- Parents/Guardians may enjoy a three percent (3%) discount on Annual Tuition Fees only (excluding any additional school fees) when making payment of the full Annual Tuition Fees by 17 April 2022.
- The deadline for the Tuition Fee Payment for Semester 1 of the 22/23 academic year is 1 May 2022.

Note: The date of receipt is determined by the date 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 can enjoy a sibling discount on Tuition Fees only (excluding other school fees). Discounts are applied to siblings in 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 Platform. Applications will be followed up accordingly by the Bus Coordinator. A detailed list of routes is available upon request.

Bus Route	Distance	Semester 1 Fee	Semester 2 Fee	Annual Fee
1	up to 5 km	¥5,800	¥8,700	¥14,500
2	5 km to 15 km	¥6,600	¥9,900	¥16,500
3	more than 15 km	¥7,200	¥10,800	¥18,000

*All fees are quoted in RMB.

School Lunch Fees

The school coordinates with an international catering company that offers various lunch options for students on campus. Lunch Fees are charged separately and can be paid directly to the catering company.

Please note: The school must be notified in advance about students with special **dietary requirements** or food-related **allergies**.

School Uniform

All students, except K2 students, are required to wear the school uniform. Uniform requirements differ by season, and students should adhere to seasonal & lesson requirements. Uniforms can be purchased via the uniform website based on the actual needs. Please refer to the 2022-2023 School Uniform Guide for more information.

Co-Curricular Activities (CCA)

Co-Curricular Activities (CCA) are available for students in Year 1 and above. An additional charge may apply to some CCAs.

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 school-provided device school. Students from Year 7-13 are required to bring their own digital devices (Laptop/Tablet).

Settlement of Payments

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 Tuition Fee payment deadlines.

Late Payment Charges

A late payment charge of **0.05%** per day will be applied to all overdue 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 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, 2022**.

The tuition fee payment deadline for Semester 2 is **31 Oct, 2022**.

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 note 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
Note: Conversion from USD & other currencies to RMB is based on the market exchange rate at the time of actual receipt of payment. Please check the rates with your bank prior to making the transfer.	

2. Cash payments (RMB only)

Cash payment is accepted by the Cashier at the School Finance Department. However, the school does **NOT** recommend paying tuition fees in cash for safety reasons. During the time of pandemic, please schedule an appointment with the Finance Department in advance.

3. Credit Card/Debit Card Payments

Credit/Debit card payments made in person are acceptable methods of payment. Additional bank service charges may apply. During the time of pandemic, please 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.

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

Should you require further assistance, please contact the **Finance Department** directly at:

Tel: (8610) 8585 1858

Email: fad@bj.ycef.com

Our office hours are from 08:00 – 16:30, Monday to Friday.

Cancellation of Application and Refund Policy

In the unlikely event that an applicant needs to withdraw 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.

Official notice of intent to withdraw an application together with a supporting statement must be submitted in writing to your Admissions Advisor for the attention of the Head of Marketing & Admissions in order for the school to process any refunds that may apply.

Application Refund Procedure

In the event that a parent/guardian decides to withdraw a student's application from the School, refund calculations will be made accordingly, as commitments would have already been made by the school that would have an indirect financial impact of 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: For new students, a Cancellation Surcharge of RMB10,000 will be applied if students subsequently decide not to attend as scheduled.

2022-2023 Departure & Refund Policy and Procedure

Departure of a student from YCIS Beijing will only be deemed valid upon receipt of a completed and signed Departure Notice Form in advance of the desired departure date. A Departure Notice Form can be completed online and access to the form may be requested by contacting the School Office at departures@bj.ycef.com.

If the Departure Notice Form is submitted to the school 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 will be unable to accept verbal, telephonic or email notification for departure. For students who intend to depart, the school must receive an online Departure Notice Form.

Any refunds of fees and/or the Deposit will only be considered after the receipt of the Departure Notice Form. Students for which a Departure Notice Form is not received will be considered as re-enrolled for the following school year.

Refunds

1. Application Fee

An Application Fee is an administrative fee that must be paid to initiate the application review and admission process. The Application Fee is non-refundable.

2. Refund of Tuition Fee, the Deposit and Bus Fees

The School makes advance commitments related to staffing, purchasing, student transportation and other resources based on confirmed enrolment, all of which have financial implications.

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.

Refund Information Chart (22/23)

IF I SUBMIT A NOTICE OF DEPARTURE			I AM ELIGIBLE FOR A REFUND OF THE		
			DEPOSIT	22/23 SEMESTER 1 TUITION & BUS FEES	22/23 SEMESTER 2 TUITION & BUS FEES
V					
A	ON OR BEFORE APRIL 15, 2022	>	YES	YES	YES
B	ON OR BEFORE JUNE 1, 2022	>	YES, PARTIAL a Late Departure Notice Surcharge of RMB 10,000 will be incurred.	YES	YES
C	ON OR BEFORE AUGUST 15, 2022	>		80%	YES
D	ON OR BEFORE OCTOBER 31, 2022	>		NO	YES
E	AFTER OCTOBER 31, 2022	>		NO	70%
F	AFTER JANUARY 1, 2023	>		NO	NO

Refund Information Details

- Families who notify the school of their departure **on or before 15 April 2022**, will be eligible for a full refund of the Deposit, Tuition & Bus Fees paid for the following school year.
- Families who notify the school of their departure **on or before 1 June, 2022**, will incur a Late Departure Notice Surcharge of RMB 10,000 on the Deposit but will be eligible for a refund of Tuition & Bus Fees paid for the following school year.
- Families who notify the school of their departure **on or before 15 August, 2022**, will incur a Late Departure Notice Surcharge of RMB 10,000 on the Deposit but will be eligible for an 80% refund of Semester 1 and 100% of Semester 2 Tuition & Bus Fees.
- Families who notify the school of their departure **on or before 31 October, 2022**, will incur a Late Departure Notice Surcharge of RMB 10,000 on the Deposit and forfeit any Semester 1 Tuition & Bus fees, but will be eligible for a 100% refund of Semester 2 Tuition & Bus Fees.

- E. Families who notify the school of their departure **after 31 October, 2022**, will incur a Late Departure Notice Surcharge of RMB 10,000 on the deposit and forfeit any Semester 1 Tuition & Bus fees, but will be eligible for a 70% refund of Semester 2 Tuition & Bus Fees.
- F. No refunds of Tuition & Bus fees paid for the 22/23 academic year are available for notices of departure received **after 1 January, 2023**. A Late Departure Notice Surcharge of RMB 10,000 on the deposit will be incurred.

3. School Lunch Fees

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

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.

In order to ensure that the Deposit is returned to the proper party, the official receipt issued by the School when the Deposit was first paid must be returned to the School before the Deposit can be refunded.

If an internal transfer is approved and the Deposit is required, the Deposit may be transferred from one Yew Chung International School to another. Adjustment of the Deposit amount may be required, subject to the placed year level of your child(ren) in the School of entry. All internal transfer requests, if unsuccessful, will be subject to the terms of the departure refund policy, as specified in this document.

The School will issue official tax receipts (fapiao) for all school fee payments except for the Deposit. 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.

Enrollment Deferral

For deferral of enrollment, the parent/guardian must provide advance notice to the School, in writing, and provide any reasons for the enrollment deferral request. Parents are also required to notify the school of the scheduled date of return to resume enrollment.

There will not be any refund of the Deposit or Tuition Fees for a student on enrollment deferral. In the event that a student does not resume enrollment on the scheduled date nor notify the School to extend the duration of leave, will be considered to have departed from the school and the space will be made available to waiting applicants. If he or she returns later on, 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 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 minimize 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 is re-open 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 Departure & Refund Policy and Procedure is valid as of 14 March 2022 and will continue to be valid until further notice. In case of inconsistencies between the English and Chinese versions of this document, the Chinese version shall prevail.

2022-2023 学年学费表

入学申请费

入学申请费为人民币 **2,500 元**，该项费用适用于新申请报名入学的学生，恕不退还。入学申请费是启动学生入学申请审查和录取程序的行政费用。

就读保证金

就读保证金
人民币 20,000

就读保证金是一次性支付、可退还且不产生利息的押金，在学生整个就读期间由学校代为保管。学生在就读或退学时，如有任何未清缴的费用或款项，学校有权利优先使用就读保证金偿清此等欠款。

在扣除所有未清缴款项后，如仍有余款，学校将按照《[退学退费政策与程序](#)》在退学手续办妥后的 45 天内退还至家长指定账户。

仅缴付就读保证金不能确保取得入学资格，学生还需要符合各项录取条件和学校要求。

学费

年级	第一个学期	第二个学期	全年学费
幼教部两岁班（半日课程）	46,400	69,600	116,000
幼教部两岁班（全日课程）	76,800	115,200	192,000
幼教部三岁班、四岁班（全日课程）	89,200	133,800	223,000
小学部 - 一至二年级	107,600	161,400	269,000
小学部 - 三至六年级	108,800	163,200	272,000
初中部 - 七至九年级	117,600	176,400	294,000
高中部 IGCSE 课程 - 十和十一年级	124,400	186,600	311,000
高中部 IB 课程 - 十二和十三年级	124,400	186,600	311,000

注：本表中报价为人民币，单位元。

对于学年中入学的学生，学费将根据每学年 10 个月的标准按比例收取，其中包括学生计划入学的月份。

全年学费支付早鸟优惠

- 在 2022 年 4 月 17 日或之前缴纳全年学费的续读学生家庭可以享受 3% 的优惠折扣（不包含其他杂费）。
- 2022-23 学年第一学期学费缴纳截止日期为 2022 年 5 月 1 日。

请注意：付款日期以我校收到的银行到账通知日期为准，我们建议您提早支付避免逾期。

多子女就读优惠

有两个或者两个以上子女同时在北京耀中就读的家庭，可以享受多子女就读学费优惠。此折扣仅适用于家庭中低年级子女的学费（其他费用除外）。

多子女	折扣
第二个子女	15%
第三个及以上子女	25%

校车费

校车是可选项目，如有需要，可通过学校官网、家长微信平台进行申请。在收到家长申请后，校车主管会根据校车路线和乘坐率跟进安排。

校车路程	距离	第一学期	第二学期	一年总计
1	< 5 公里	¥5,800	¥8,700	¥14,500
2	5-15 公里	¥6,600	¥9,900	¥16,500
3	> 15 公里	¥7,200	¥10,800	¥18,000

注：本表中报价为人民币，单位元。

午餐费

学校与国际知名餐饮服务公司合作，为在校生提供中西式搭配、营养丰富的午餐。午餐费不包含在学费之内，家长需要直接向餐厅充值付款。

请注意：若学生对食物有**特殊需求**或**食物过敏**，请家长务必提前告知学校。

校服

幼教部三岁班至中学部十三年级的学生均需根据学校的着装要求穿着校服到校。家长可以通过在线校服订购平台按需订购。详见《2022-2023 学年校服订购列表》和《2022-2023 校服订购手册》。

联课活动

一年级及以上同学均可以参加联课活动。部分联课活动将额外收取费用。

电子设备

学校为幼教部至小学部五年级的学生提供电子设备；六年级学生可自行选择携带个人电子设备或使用学校设备；七年级至十三年级学生须携带和使用个人电子学习设备。

款项结算

若家长未交付就读保证金，学校将会从其缴付的任何其他费用中首先扣除就读保证金部分。其余未付款项应在学费缴纳截止日期前付清。

逾期交费

逾期未缴的所有费用将每日增收万分之五（0.05%）的滞纳金。

发票信息

学校所收款项均开具正式税票（发票），就读保证金除外。发票只能按学年或学期，依据当地政策法规在所交学费年度结束之前开具。如需更换发票，请务必于开票后 1 个月内联系我校财务部。

截止日期

2022-2023 学年第一学期学费支付的截止日期是 **2022 年 5 月 1 日**。

2022-2023 学年第二学期学费支付的截止日期是 **2022 年 10 月 31 日**。

支付方式

1. 银行汇款

款项可经银行转账汇入学校 **美元 (USD)** 或 **人民币 (RMB)** 账户，账户信息如下。所有向学校支付的款项，请您务必在汇款单上备注**学费账单号**和**学生学号**，以便学校及时确认您的付款。

学校银行账户信息	
人民币账户	
转账账户名	北京耀中国际学校
人民币账户号	531013704018
银行与分行名称	恒生银行 (中国) 有限公司北京分行
地址	北京市朝阳区东三环中路 5 号财富金融中心 9 层 901-904
银行分行代码 (Swift Code)	HASECNSHBEJ

美元账户	
转账账户名	YEW CHUNG INTL SCHOOL OF BEIJING
美元账户号	530300813055
银行与分行名称	Hang Seng Bank (China) Limited Beijing Branch
地址	Unit 901-904, 9/F Fortune Financial Center, 5 Dong San Huan Mid Road, Chaoyang District, Beijing, China
银行分行代码 (Swift Code)	HASECNSHBEJ
请注意： 美元或其他币种兑人民币汇率是根据实际收到款项时的市场汇率计算，请在汇款前先向您的银行查询汇率。	

2. 现金支付 (仅限人民币)

学校财务部受理人民币现金支付业务。为安全起见，学校**不建议**以现金形式缴纳学费。防疫期间，请提前联系学校财务部进行预约。

3. 信用卡/借记卡交款

财务部接受现场刷信用卡/借记卡缴费，使用刷卡付费可能产生额外银行手续费，该手续费由付款人自行承担。防疫期间，请提前联系学校财务部进行预约。

4. 在线支付

您可以通过友付终端或者微信支付。请您联系学校财务部获取更多详情。

请注意：学校不接受私人支票。

关于付款，如需更多帮助，欢迎随时与**学校财务部**联系。

电话：**(8610) 8585 1858**

电子邮箱：**fad@bj.ycef.com**

办公时间：周一至周五，8:00-16:30

取消入学申请及退费政策

如果申请人在签署《录取通知书》并支付就读保证金和/或学费之后提出取消入学申请，学校将按照家长提交取消入学申请的日期退还部分已交费用。请参照下表了解详细信息。

取消入学申请的正式通知和支持性声明必须以书面形式提交至市场招生部，以便学校处理相关的退款申请。

申请退款程序

如果家长/监护人决定取消学生的入学申请，学校将根据以下政策扣除学生已交费用，用于补偿学校预先投入的人力资源、时间安排、设备购买以及其他相关准备而产生的费用。

通知取消入学	开学日期前 90 天或少于 90 天	少于开学日期前 60 天	少于开学日期 30 天
学费/校车费	退还 80%	退还 70%	退还 50%

请注意：如新生入学前决定取消入学，学校将在就读保证金中扣除一万元人民币作为取消入学通知金。

2022-2023 学年退学退费政策与程序

如需要向北京耀国际学校提出退学，家长/监护人务必于退学日期前，在网上预先提交一份正式完整、附有签字和日期的《退学通知书》，学校才能接受退学申请并跟进后续退学手续。《退学通知书》需在网上填写并提交，表格链接可向学校办公室获取，电子邮箱为 departures@bj.ycef.com。

如家长/监护人在公众假期内向学校提交《退学通知书》，则公众假期后顺延的首个工作日会被视为收到退学申请的日期。

学校不接受口头、电话以及电子邮件方式的退学通知。所有要退学的学生必须在网上填写并正式提交《退学通知书》。

当学校收到《退学通知书》后，才能根据退费政策处理退费申请。

未完成正式退学手续的学生将被自动列为续读学生。

退费

1. 入学报名费

入学报名费是一笔不可退还的行政费用，学生必须缴付报名费后才会启动入学申请程序。

2. 学费、就读保证金以及校车费

在确定录取学生后，学校将预先投入人力、购置教材和其他资源，这些都涉及经费支出。

当家长/监护人决定退学时，学校将依据下文的《退费政策详情》扣除学生已交费用。退费金额将根据学生正式网上提交《退学通知书》的日期而定，详情如下表所示。

退费政策详情 (22/23)

如果您正式网上提交退学通知书的日期在	退费详情		
	就读保证金	22/23 学年第一学期学费及校车费	22/23 学年第二学期学费及校车费

v

A	2022 年 4 月 15 日或之前	>	退还	退还	退还
B	2022 年 6 月 1 日或之前	>	部分退还， 但是，将收取退学逾期通知金一万元人民币	退还	退还
C	2022 年 8 月 15 日或之前	>		80%	退还
D	2022 年 10 月 31 日或之前	>		不退	退还
E	2022 年 10 月 31 日之后	>		不退	70%
F	2023 年 1 月 1 日之后	>	不退	不退	不退

退费说明

- 在 **2022 年 4 月 15 日** 或之前在网上提交正式退学通知书的家庭，将获得就读保证金、下一学年学费和校车费的全额退款。
- 在 **2022 年 6 月 1 日** 或之前在网上提交正式退学通知书的家庭，学校将在就读保证金中扣除 1 万元的退学逾期通知金，但将退还已支付的下一学年学费和校车费。
- 在 **2022 年 8 月 15 日** 或之前在网上提交正式退学通知书的家庭，学校将在就读保证金中扣除 1 万元的退学逾期通知金，但将退还第一学期学费和校车费的 80% 以及第二学期学费和校车费的全额款项。
- 在 **2022 年 10 月 31 日** 或之前在网上提交正式退学通知书的家庭，学校将在就读保证金中扣除 1 万元的退学逾期通知金，并将全额退还第二学期学费和校车费，但不予退还第一学期的任何款项。

- E. 在 **2022 年 10 月 31 日** 之后在网上提交正式退学通知书的家庭，学校将在就读保证金中扣除 1 万元的逾期退学通知金，并将退还第二学期学费和校车费的 70%，但不予退还第一学期的任何款项。
- F. 在 **2023 年 1 月 1 日** 之后在网上提交正式退学通知书的家庭，学校将不退还 2022 -2023 学年的任何款项，并将就读保证金中扣除 1 万元的退学逾期通知金。

3. 午餐费

任何有关此项之退费，请直接与学校餐饮服务公司驻校主管办理。

其他条款

尽管学校有权从就读保证金中扣除学生或家长/监护人任何欠款，但这并不会影响学校通过其他方式向学生或家长/监护人要求清还欠款的绝对权利。

为保障收款人的权益，家长/监护人在申请退还就读保证金时，请将就读保证金的收据交还给学校。学校在回收收据后会办理保证金退还手续。

若内部转校获批，在家长/监护人需要缴交就读保证金的情况下，该费用可由原就读的耀中学校转向新入读的耀中学校。费用金额调整视学生入读的耀中学校而定。若内部转校不成功，将根据本文件的退学退费程序处理。

学校所收款项均开具正式税票（发票），就读保证金除外。如您对所开发票抬头及名称有要求，请您在交款时告知学校财务部。

暂时离校/休学

若申请暂时离校/休学，家长/监护人必须尽早以书面方式通知学校，详细列明原因与复课日期。

暂时离校/休学期间，学生的就读保证金、学费均不予退回。若学生未能在既定日期复课，或未能提前通知学校延迟复课，学校保留把该生学位转给新生的权利，而该学生将被视作退学处理。

若学生日后有意回校，则需要再次缴交入学申请费。

任何退费或学生校内记录的签发，取决于家长/监护人是否已办妥退学手续、学生是否已归还所有属于学校之物品，以及是否与学校办公室注销账户。

不可抗力

家长/监护人理解并同意，如果发生不可抗力事件（定义见下文）且该事件导致学校无法履行其对家长/监护人/学生所负有的各项义务，包括但不限于关闭学校和减少学生的在校学习时间，学校可能采取以下任一备选措施或同时采取几种备选措施，以尽量减少该事件对学生持续学习活动的影响：

- 在不可抗力事件持续期间，学校将采取在线/虚拟授课、布置家庭作业，并展开教师与学生、教师与家长之间的交流沟通等措施；
- 不可抗力事件终止并重新开学后，如有需要，学校将每天、每周或每月延长上课时间，以弥补损失的课时；同时，
- 当学校可以并被允许恢复组织正常的活动时，如有需要，学校将加开额外课程或特设教学活动，以弥补损失的课时。

就前述条款而言，“不可抗力事件”指的是学校不能控制的事件，包括但不限于政府或公共机构的禁令或行为、暴乱、战争、敌对行为、恐怖袭击、公共骚乱、罢工、其他劳动争议和停工，交通或其他公共设施的故障或中止，发生传染病，洪水，地震，风暴，海啸或其他自然灾害。

此《退学退费政策与程序》自 2022 年 3 月 14 日起生效，直至另行通知为止。以上条文与细则之中，中英文版本若有任何歧义或抵触，一律以中文版本为准。