



School Fees and Policies – Academic Year 2020-2021 Kindergarten 3 to Year 13

(All fees quoted below are in RMB currency)

Application Fee (for new students; non-refundable): 2,000

Deposit: 20,000

The Deposit is a one-time, refundable, non-interest bearing security deposit required to be paid to the School, and shall be held by the School for the duration of the student's enrolment. The School has a first right to settle any outstanding fees or amounts owing to the School, either during the student's attendance at the School, or after the student's withdrawal, using the Deposit.

The Deposit, after deductions for any amounts owing to the School and in accordance with the School's withdrawal and refund policies, will be returned to parents within 45 days after all withdrawal procedures have been completed.

Payment of the Deposit will not, in and of itself, guarantee a School placement; all other admission and School requirements must be met.

Tuition Fees

Year Level	Semester 1 (Aug, 2020 – Dec, 2020)	Semester 2 (Jan, 2021 – Jun, 2021)	Annual
Kindergarten – K3 to K4	73,600	110,400	184,000
Primary –Year 1 to Year 4	94,000	141,000	235,000
Primary –Year 5 to Year 6	96,800	145,200	242,000
Secondary –Year 7 to Year 9	105,200	157,800	263,000
Secondary –Year 10 to Year 11	113,200	169,800	283,000
Secondary –Year 12 to Year 13	115,200	172,800	288,000

Semester 1 or Annual Tuition Fees must be paid no later than June 30, 2020.

Semester 2 Tuition Fees must be paid no later than November 15, 2020.

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 Payment Incentives

1. Early Bird

Parents/guardians may enjoy a five percent (5%) discount on annual Tuition Fees only (excluding other fees), if the full annual 2020-2021 School Year Tuition Fee payment is received by our bank no later than **May 31, 2020** (The date of receipt is determined by our bank acknowledgement.)

2. Annual Payment

Parents/guardians may enjoy a three percent (3%) discount on annual Tuition Fees only (excluding other fees), if the full annual 2020-2021 School Year Tuition Fee payment is received by our bank between June 1, 2020 and **June 30, 2020** (The date of receipt is determined by our bank acknowledgement.)

Sibling Discount

Parents/guardians who have two or more children enrolled at YCIS Chongqing are able to enjoy sibling discount on Tuition Fees only (excluding other fees). Higher sibling discount will apply to the child of the lowest year level.

Sibling	Discount Rate
First Child	N/A
Second Child	15%
Third child or More	25%

Transportation Service (Transportation Service is *OPTIONAL*. The detailed list of routes can be obtained upon request.)

Routes	Semester 1	Semester 2	Annual
< 15KM	4,000	6,000	10,000
≥ 15KM	8,000	12,000	20,000

For students who require occasional transportation service, parents are asked to send their request to the School Office at least one day in advance with a payment of 150 per day.



School Lunch Fees (Using the School Lunch Service is *OPTIONAL*. The Weekly Menu is published on WeChat platform every Friday afternoon.)

A set-menu meal including a main-dish and freshly cooked vegetables is offered each day. In addition, a salad bar offers vegetables and fruit to students who purchase a school lunch.

The set-menu meal is priced at RMB30. A reference amount based on the set-menu price and the number of school days is provided in below chart. Once paid, this money will be credited towards student's personal lunch card account.

Year Level	Annual
Year 1 to Year 13	5,640

The School Canteen also offer a range of snack and drinks during recess times.

In order to recharge an account, a minimum of RMB 600 is required and the School Canteen also accepts cash payments for occasional lunch purchases.

Please visit school **WeChat Platform/Online Store** for recharging a student lunch card or the School Canteen cashier also accepts recharge funds via Cash/WeChat/Alipay at the counter.

RMB100 will be charged for any replacement of a lost lunch card.

School Uniform

Payment of tuition fees will entitle students to one set of uniforms each year.

Settlement of Payments

Any payments received by the School will be applied firstly towards the Deposit, if not yet settled. Any outstanding payments must be settled according to the School fees and deadlines above.

Late Payment Charge

A late payment charge of two percent (2%) per month, compounded monthly, will be charged on all School fees that are overdue. The School also reserves the right to give the places of students with overdue payment to new waiting applicants, meaning late payments put a child's seat at risk.

Method of Payment

1. **Online Payment Gateway**

YICIS Chongqing now has an Online Payment Gateway. The link for the Gateway as well as the instructions for online payment will be sent to parents by email along with the School Fee invoice.

2. **Bank Remittance**

Payment can be made by bank transfer payable to the School's USD or RMB bank account. For easy identification, *please forward a copy of your bank remittance advice with your child's passport name to our Accounts Office.* (See below)



USD Account Name: YEW CHUNG INTERNATIONAL SCHOOL OF CHONGQING
USD Account Number: 111636026947
USD Bank & Branch Name: Bank of China, Liangjiang Chongqing Branch
RMB Account Name: 重慶耀中國際學校
RMB Account Number: 114408185408
RMB Bank & Branch Name: 中國銀行重慶市兩江分行
Address: B4 YuXin Square, 50 HuangShan Road, YuBei District, Chongqing
SWIFT Code: BKCHCNBJ59A

(Conversion from USD & other currencies to RMB is based on the market exchange rate at the time of actual payment.)

3. **Pay in Person**

RMB cash payment can be accepted. However, large cash payment is NOT recommended.

Note: Personal cheques cannot be accepted.

Debit/Credit cards, electronic card payment will incur extra transaction fee. Please contact Accounts Office for detail rates.

Please contact the Accounts Office within the same month of the payment if a Fapiao is requested.

Please contact Accounts Office at

Tel: (008623) 8879 1610

Email: accounts.yciscq@cq.ycef.com



Withdrawal/Cancellation

Withdrawal of a student from YCIS Chongqing is only confirmed upon receipt of a completed, signed Departure Notice Form or signed and dated letter, in advance of the desired withdrawal date. Departure Notice Form is available at the School Office. If a written notice of withdrawal 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. Any refunds of School fees will only be considered after the receipt of such notice of withdrawal.

For current students, a Late Departure Notice Surcharge of RMB10,000 will be applied if a withdrawal notice is received by the School after the specified dates listed in the chart below. For new students, a Cancellation Surcharge of RMB10,000 will be applied if the student subsequently decides not to attend the School as scheduled.

Refund

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. Deposit:

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.

3. Tuition Fees:

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

Accordingly, should a parent/guardian decides to terminate a student's study at the School, it is necessary for the School to be compensated for the early termination of the education services contract between the School and the parent, as commitments would have already been made by the School and there would be an indirect financial impact of implementing changes in scheduling and other arrangements. Depending on the time of year when the student withdraws, as well as when the written notice of withdrawal is submitted to the School, the amount of compensation for early termination required by the School may vary.

The chart below summarizes how much of the Tuition Fees already paid will be refunded, and in which circumstances the Late Departure Notice Surcharge will be levied.

Fee Type	Applicable Semester	Actual Withdrawal Date	Refund Condition
Tuition Fees	Semester 1	Before semester commences (Before <u>August 17, 2020</u>)	100% refund
		On or before <u>September 30, 2020</u>	50% refund
		Starting October 1, 2020	No refund
	Semester 2	Before semester commences (Before <u>January 5, 2021</u>)	100% refund
		On or before <u>February 28, 2021</u>	50% refund
		Starting <u>March 1, 2021</u>	No refund
Late Departure Notice Surcharge: RMB10,000 (for current students)	Semester 1	Before semester commences (Before <u>August 17, 2020</u>)	N/A if the withdrawal notice is received by the School on or before <u>June 30, 2020</u> Applicable if after <u>June 30, 2020</u>
		After semester commences (On or After <u>August 17, 2020</u>)	N/A
	Semester 2	Before semester commences (Before <u>January 5, 2021</u>)	N/A if the withdrawal notice is received by the School on or before <u>November 15, 2020</u> Applicable if after <u>November 15, 2020</u>
		After semester commences (On or After <u>January 5, 2021</u>)	N/A



Temporary Leave: For temporary leave, the parent/guardian must notify the School in advance, in writing and with reasons for the leave and a scheduled date of return to resume enrolment. There will not be any refund of all School fees for a student on leave. In the event that a student does not resume enrolment on the scheduled date nor notify the School to extend the duration of leave and continues to pay the required tuition and other fees, such a student will be considered withdrawn. If he or she returns later on, a non-refundable Application Fee must be paid again.

4. Transportation Service:

The written notification must be received at least one month in advance if the student no longer requires transportation service. The transportation service fees for the month in which the written notification is received as well as the fees for the following full calendar month will not be refunded. The remaining transportation service fees will be refunded. The transportation service fee is charged on monthly basis.

5. School Lunch Fees:

Any remaining balance on lunch card is refundable.

Any refund or release of School records is dependent upon the satisfactory completion of withdrawal procedures, the return of all School properties, and the payment of all outstanding fees with the Accounts Division.

Force Majeure Clause

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:

1. While the force majeure event is ongoing, resort to online/virtual classes, homework assignments, and teacher-student/teacher- parent communications;
2. 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; and
3. 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.

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 labor disputes and work stoppages, failure or interruption of transportation or other utilities, epidemic, fire, flood, earthquake, storm, tidal wave or other acts of nature.

Should you require further assistance, please contact the School at:

Campus Address: No.2 Huxia Street, Yuanyang Town Yubei District, Chongqing 401122

Office hours: 8 a.m.–4.30 p.m., Monday – Friday.

Tel: (008623) 8879 1000

Email: enquiry@cq.ycef.com Website: www.ycis-cq.com

In case of inconsistencies between the English and Chinese versions of this document, the English version shall prevail.

Updated 17 April 2020