

Withdrawal and Refund Policies and Procedures

Withdrawals

Withdrawal of a student from YCIS Hong Kong is only confirmed upon receipt of a completed and signed Withdrawal Notice Form at least one full calendar month^[1] in advance of the desired withdrawal date to 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 refund of school fees will only be considered after the receipt of such written notice of withdrawal.

Temporary leave

The parent/guardian (the "Parent") must notify the school in advance, in writing and with reason for the leave and a scheduled date of return to resume enrolment. There will not be any refund of the tuition fees for a student on leave. If the student does not resume enrolment as scheduled nor notify the school for further arrangement, he/she will be considered withdrawn.

Cancellations and Refunds

1. Application Fee

An application fee is an administrative fee that must be paid to initiate the application review and admissions process for Primary and Secondary. The application fee is non-refundable and non-transferable. The application fee is applicable to the specified academic year. If there is no vacancy, successful applicants will be placed in the waiting list. The school will cancel the waiting list at the end of the academic year. The Parent will need to reapply for the applicant and pay for the application fee while the applicant will need to undergo the admissions procedures again.

2. Registration and Reservation Fee for New School Year

Section	Registration Fee	Reservation Fee
ECE	Non-refundable	Refundable upon receiving Withdrawal Notice Form by May 1/ Non-refundable after May 1
PRI	Non-refundable	Non-refundable
SEC	Non-refundable	Non-refundable

Registration fee is non-refundable.

To reserve a seat for the following school year, Parent must pay the reservation fee. Reservation fee must be paid once the Parent accepts and confirms the school place. Once the reservation fee is transferred, it is non-refundable. The reservation fee is deductible from the first instalment of the tuition fees. The reservation fee is non-refundable if the student does not report to school. To reserve seats in Secondary Section, the reservation fee must be settled along with the debenture.

3. Tuition Fees

The tuition fees of Early Childhood Education Section are divided into eleven (11) instalments, from the month of August to June of the following year; while Primary and Secondary Sections are divided into ten (10) instalments, from the month of September to June of the following year. Every calendar month is equal to one instalment.

A completed Withdrawal Notice Form must be submitted to the School Office with at least one full calendar month^[1] in advance of the desired withdrawal date. In the absence of such notice, the monthly tuition fees shall remain payable until expiry of the sufficient notice given by the Parent or the expiry of the school term, whichever is earlier.



4. School Lunch Fees

(a) **Early Childhood Education Section**

No payment contributes to school lunch. Refund is not applicable to students attending Early Childhood Education Section.

(b) **Primary and Secondary Sections**

School lunch fee is calculated in a per term basis and the pertinent payment is charged in three instalments in three phases during the school year. The Parent must give one (1) full calendar month^[1] written notice in advance of the desired termination date to the School Office if he/she wishes to cancel school lunch service. In the absence of such notice, the school lunch fee shall remain payable until expiry of the sufficient notice given by the Parent or the expiry of the school term, whichever is earlier.

Note: After refund amount is approved and confirmed, the Parent must sign and return the Refund Application Form before cheque collection.

5. School Bus Fees

(a) **Early Childhood Education Section**

School bus fee is paid on a monthly basis. If the Parent wishes to terminate the school bus service, he/she must give a written notice in advance of one (1) full calendar month^[1] of the desired termination date. Refund is not applicable to students attending Early Childhood Education Section.

Note: Bus fee paid for a particular month is only valid for the bus service of that month and cannot carry over to the subsequent month.

(b) **Primary and Secondary Sections**

School bus fees are calculated in a per term basis. If the Parent wishes to terminate the school bus service, he/she must give a written notice in advance of ten (10) working days to the bus company.

Note: School bus refund procedure shall be handled directly between the Parent and the bus company.

6. Debenture (applicable to Primary and Secondary Sections)

The debenture is non-interest bearing and refundable. It will be returned (less any outstanding fees or costs incurred by the student) to the registered holder no later than two months after the last school day of the student in accordance to the terms of the debenture.

The school reserves the right to withhold any refund or documentation if sufficient notice of withdrawal or cancellation is not given or any outstanding payment or liability is due to the school.

Note

[1] One full calendar month refers to the first day of each month to the end of the month. For example, if the student submits the written notice on September 17, the end of the notification period will be October 31.