

Departure and Refund Policies and Procedures

Departure of a student from YCIS Beijing (after starting school) is only confirmed 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 Administration 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. Any refunds of school fees will only be considered after the receipt of the *Departure Notice Form*. Students who do not complete the departure procedure will be considered as 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. Tuition Fee, Placement 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 accordingly, as commitments would have already been made by the School that have an indirect financial impact in changes to scheduling and other arrangements. Depending on the time of year requested for early departure, as well as when the *Departure Notice Form* is submitted to the School, the amount of compensation for early departure calculated by the School may vary.

The table below summarises the breakdown of the Placement Deposit, Tuition Fee, and/or School Bus Fee refunds after accounting for the early departure fee deductions.

Refund Information Chart (2018/19)

	Applicable Dates	Placement Deposit	Annual Tuition & Bus Fees	Semester 1 Tuition & Bus Fee	Semester 2 Tuition & Bus Fees
A	On or before May 15, 2018	Yes	Yes	Yes	Yes
B	Between May 16 - June 1, 2018	No	Yes	Yes	Yes
C	Between June 2 - August 20, 2018	*	**90%	80%	NA
D	Between August 21 - October 31, 2018	*	**80%	No	80%
E	After October 31, 2018	No	80%	No	70%
F	After January 1, 2019	No	No	NA	No

Refund Information Details

A. Families who notify the School of their departure on or before May 15, 2018, will be eligible for a full refund of the

Placement Deposit and Tuition Fees.

- B. Families who notify the School of their departure after May 15, 2018, will forfeit the Placement Deposit. (Terms & Conditions Apply).
- C. 1.) Families who have only paid fees for Semester 1 and notify the School of their departure after June 1, 2018, and before August 19, 2018, will be eligible for an 80% refund for Semester 1 Tuition & Bus fees, but no refund of the Placement Deposit.
2.) Families who have paid annual tuition fees will be eligible for the refund of the Placement Deposit as well as 90% prorated refund on Tuition & Bus fees. (Terms & Conditions Apply)
- D. 1.) Families who did not make annual tuition fee payment and notify the School of their departure after August 19, 2018, and before October 31, 2018, will be eligible for an 80% refund for Semester 2 Tuition & Bus fees. In this case, the Placement Deposit will be forfeited.
2.) Families who have paid annual tuition fees will be eligible for the refund of the Placement Deposit as well as 80% prorated refund on Tuition & Bus fees. (Terms & Conditions Apply)
- E. Families who notify the School of their departure after October 31, 2018, will be eligible for a 70% refund for Semester 2 Tuition & Bus fees. Families who have made annual tuition fee payment will be eligible for an 80% refund of Semester 2 Tuition & Bus fees. No refund of the Placement Deposit is available for notices received after October 31, 2018.
- F. No refunds are available for notices of departure received after January 1, 2019, for the current academic year.

Terms & Conditions

Annual payment criteria will only be available to families who settle full annual tuition fees before the payment deadline on June 1, 2018.

* Refund of the Placement Deposit applies to families who made annual tuition fee payments before the payment deadline on June 1, 2018, and families who made Semester 2 payment before the October 31, 2018 payment deadline and whose actual departure date falls within Semester 2 only.

** Prorated refunds only apply to annual fee payment balances and are calculated by month. For payments made by semester, no prorated refund is available.

While the School reserves the right to deduct from the Placement 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 Placement Deposit is returned to the proper party, the official receipt issued by the School when the Placement Deposit was first paid must be returned to the School before the Placement Deposit can be refunded.

If an internal transfer is approved and the Placement Deposit is required, the Placement Deposit may be transferred from one Yew Chung International School to another. Adjustment of the Placement Deposit amount may be required, subject to the placed year level of your child(ren) in the School of entry.

The School will issue official tax receipts (*fapiao*) for all school fee payments except for the Placement Deposit. If you have any special requirements/changes for the school fee *fapiao* title, please inform Accounts Division as soon as you make the payment. For any refund on school fees, the original *fapiao* must be returned to the School. Failure to do so will result in additional tax charges per government requirement.

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 the Placement Deposit or Tuition 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 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.

- 3. **School Bus Fees:** For students who are departing from the School, please see the **Refund Information Chart**

above for School Bus Fee refund information. Current students who no longer require school bus services must submit written notification to the School Office.

4. **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 school for details.

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.

Departure and Refund Policies and Procedures is valid as of April 15, 2018 and will continue to be valid until further notice. In case of inconsistencies between the English and Chinese versions of this document, the English version shall prevail.