



## SCIS Hongqiao Campus 2018-2019 Tuition and Fees

### SUMMARY OF FEES AND CONDITIONS

School fees for the 2018-2019 school year include transportation to and from school, daily lunch at school (for full day students), one "start up" set of the school uniform, and for Upper School students (grades 6-12), compulsory travel (China Trips) and a school MacBook laptop.

#### **APPLICATION FEE RMB 2,500**

The application fee is non-refundable and payable when the student's application is completed and submitted to the school for consideration. This fee is not applicable to other school fees but is valid for up to one academic year beyond the submitted application date. No application will be reviewed until this fee is paid in full.

#### **SEAT GUARANTEE DEPOSIT**

**RMB 20,000**

Upon acceptance to SCIS, this deposit (which is applicable to the first semester or annual fee) will secure a seat until the June 1, 2018 tuition payment deadline. The seat guarantee deposit is due for all returning families by March 16, 2018 and is due within ten working days of the offer of enrollment for new families. Once the due date has passed, a seat may be offered to other students in the wait-pool or from our new applicant pool. A refund of the seat guarantee fee will not be granted if the parent/guardian withdraws their child/ren from school, or if he/she is withdrawn due to academic, medical or behavioral concerns that inhibit their ability to remain enrolled in school.

### 2018-2019 TUITION FEE STRUCTURE

GRADE	ANNUAL PAYMENT (Due Date: June 1, 2018)	SEMESTER PAYMENT (Due Date: June 1, Nov. 1, 2018)
Nursery, Pre-School (half day)	RMB 119,000	RMB 64,500
Nursery, PS, PK (full day)	RMB 155,000	RMB 82,500
Kindergarten – Grade 5	RMB 237,500	RMB 123,750
Grade 6-12	RMB 262,500	RMB 136,250

All prices listed are inclusive of a 6% value added tax (VAT)

#### **CAPITAL FEE**

**RMB 20,000**

The capital fee provides the needed funds for ongoing school facility enhancements, such as capital purchases, building maintenance, equipment and other projects aimed at school improvement. It is a one-time non-refundable fee paid upon admission for all newly enrolled students to SCIS.

#### **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) FEE**

**RMB 10,000**

The one-time non-refundable EAL fee is charged to students, grades 1-10, who require additional English language proficiency support as determined by the school. In most cases, this fee is charged pre-arrival upon enrollment, and is based on criteria supported through the application materials. In some cases, this fee is charged post-arrival after the student's English language proficiency is assessed. In all cases, students' English language proficiency will be assessed upon arrival. This fee must be paid in full upon enrollment into the EAL program.

#### **IB LANGUAGE A (OTHER THAN MANDARIN OR ENGLISH) FEE**

**RMB 8,000**

An annual, non-refundable fee will be charged for Grade 11 and 12 students enrolled in Language A Literature subjects when instruction is required in languages other than Mandarin or English within the IB Diploma Programme.

#### **EXAM FEES**

It is the parents' responsibility to cover all external exam costs (i.e. SAT, ACT, and IB) as these exams are not part of high school graduation requirements.

# Hongqiao Campus

## PAYMENT OF FEES

If payment is made by US Dollar (USD) check, please use the USD exchange rate at the time of payment and add US\$40 to the total amount to cover bank clearance charges. If the payment is made by wire transfer, any bank charge will be the responsibility of the payer. If payments are made by credit or debit card, any transaction fee will be the responsibility of the payer. Regardless of payment option, all fees must be settled before the student begins class. In order to support the best start for our students, classroom teachers must have three days' notice prior to a student's first day of attendance.

## REFUND POLICY

1. If a student withdraws for the following school year and notifies the school (in writing) by March 16, 2018, SCIS will refund the full tuition amount, inclusive of the seat guarantee payment.
2. If a student withdraws before the start of the first semester and notifies the school (in writing) by July 31, 2018, SCIS will refund the semester or annual payment made after deducting RMB 20,000 seat guarantee.
3. If a student withdraws before the start of the first semester, but notifies the school (in writing) after July 31, 2018, SCIS will refund the semester or annual payment made after deducting double of the seat guarantee payment RMB 40,000.
4. If a student withdraws after the start of the first semester, gives notification (in writing) of withdrawal by December 1, and does not attend any days of school in semester two, SCIS will refund the annual payment made minus the Semester Fee, as listed above.
5. If notification of withdrawal (in writing) is made after December 1, 2018 but before the start of the second semester, SCIS will refund the annual payment made minus the Semester Fee and an additional RMB 20,000.
6. Once a semester is underway, no refund for that semester is possible, regardless of whether the student has attended classes or not.
7. Refunds will not be offered to students who are dismissed from school for academic or behavioral misconduct, or to students who have not disclosed learning issues which SCIS unable to support.
8. School fees are not transferable.
9. Refunds are processed after the student's last day of attendance, once the return of school materials has been verified.
10. Refunds will be transferred to the party making the fee payments within fifteen working days from the students' last day of school.

## METHODS OF PAYMENT

1. Fees may be paid by bank transfer\* (see further instructions below).
2. Fees may be paid by check, in RMB or US dollars (according to the daily rate of exchange), at any of our campuses.
3. Fees may be paid in RMB cash at any of our campuses. We regret that SCIS is not able to accept U.S. Dollar cash payments.
4. Fees may be paid by credit/debit card (SCIS accepts all major credit cards, however transaction fees will be the responsibility of the payer).

## SCHOOL BANK DETAILS

### Transfers from outside of China: (In USD\*)

#### **Industrial and Commercial Bank of China Shanghai Branch**

670 Huang Jin Cheng Dao, Shanghai, China

Shanghai Community International School

Account: 1001310909148001247

Swift Code: ICBKCNBJSHI

(\*According to the exchange rate the day of the transaction)

### Transfers from within China: (In RMB)

#### **Industrial and Commercial Bank of China Shanghai Branch**

中国工商银行上海黄金城道支行

Shanghai Community International School

上海长宁国际外籍人员子女学校

Account: 1001310919000039017

### Required if choosing Wire Transfer Payment Option

Because wire transfers often pass through several intermediate banks before they are deposited, the process may take several days to reach the SCIS account. It is often difficult and/or impossible to determine the student or family making the payment from the bank notice of deposit.

To ensure that your payment through wire transfer is properly credited, please email SCIS a copy of your proof of remittance to [payment@scis-china.org](mailto:payment@scis-china.org), or fax to 86 (21) 62614639. Please write your child's name, grade, and campus in the subject line of the email or at the top of the fax.

## EARLY PAYMENT DISCOUNT OPTION

This payment option allows for up to a 7% discount on tuition fees only when annual tuition fees are paid in full for the school year by the following deadlines. Since the date of payment is determined by our banks acknowledgement, it is advisable to allow several lead days to avoid missing the deadline. No deadline extensions will be granted.

DEADLINE	DISCOUNT APPLICABLE
March 9, 2018	7%
April 13, 2018	5%
May 11, 2018	3%