

School Fees and Policies – School Year 2020-2021

Kindergarten 2 to Year 13

(All fees quoted below are in RMB currency)

Application Fee (For new students; non-refundable):	2,500
Deposit (K2 to Year 13):	25,000

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 the right to settle any outstanding fees or amounts owed to the School, either during the student’s attendance at the School, or after the student’s departure, using the Deposit.

The Deposit, after deductions for any amounts owed to the School and in accordance with the School’s departure and refund policies, will be returned within 45 days after all departure 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	Semester 1 (Aug 2020 – Dec 2020)	Semester 2 (Jan 2021 – June 2021)	Annual
Kindergarten – K2 (5 half days)	61,680	92,520	154,200
Kindergarten – K2 (5 full days)	91,000	136,500	227,500
Kindergarten – K3 to K4	98,840	148,260	247,100
Primary – Year 1 to Year 4	113,760	170,640	284,400
Primary – Year 5 to Year 6	116,040	174,060	290,100
Secondary – Year 7 to Year 9	126,920	190,380	317,300
Secondary – Year 10 to Year 11	129,160	193,740	322,900
Secondary – Year 12 to Year 13	131,400	197,100	328,500

Semester 1 Tuition Fees must be paid no later than May 31, 2020.

Semester 2 Tuition Fees must be paid no later than October 31, 2020.

For mid-year enrolment, the tuition fees will be calculated on a monthly pro-rata basis, based on a 10-month period and inclusive of the month in which the student plans to start attending school. The deadline for new students’ tuition payment is subject to the actual invoice.

Early Payment Incentives

Parents/guardians may enjoy a five percent (5%) discount on annual Tuition Fees only (excluding other School fees), if the full annual 2020-2021 School Year Tuition Fee payment is received by our bank no later than April 30, 2020 (the date of receipt is determined by our bank acknowledgement).

Sibling Discount

Parents/guardians who have three or more children enrolled at YCIS Shanghai are able to enjoy a five percent (5%) discount on Tuition Fees only (excluding other School fees) for each of their children enrolled at YCIS Shanghai.

English as an Additional Language (EAL) Fee (Applies to new students only)

After assessment, for children who require EAL support, a one-time, non-refundable fee will be charged.

Year 1 to Year 6	10,000
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School Bus Fees (Please note that using the School Bus service is optional. The detailed list of routes is available upon request)

	Semester 1	Semester 2	Annual
K3 (or age 3) to Year 13	7,600	11,400	19,000

School Lunch Fees

The School coordinates with an outside catering service company to provide lunch for students who do not wish to bring a packed lunch to School. Charges must be processed under a separate payment method between parent/guardian and the catering company.

School Uniform

Payment of the Tuition Fee will entitle the student to one set of uniform items each year.

Method of Payment

1) Online Payment Gateway

YCIS Shanghai 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 indicate your child's passport name on the Bank Remittance Advice.** See below our full bank account information:

YCIS Shanghai bank account information:	RMB	名称:	上海耀中外籍人员子女学校
		银行账号:	433859223328
		开户行:	中国银行上海市国贸中心支行 (044065)
		地址:	上海市延安西路2201号三楼, 200336
	USD	Account Name:	Yew Chung International School of Shanghai
		Account Number:	435159254608
		Bank & Branch Name:	Bank of China, Shanghai International Trade Centre Sub-Branch
		Address:	3/F, Shanghai International Trade Centre, 2201 Yan An Road (West), Shanghai, PRC 200336
		SWIFT Code:	BKCHCNBJ300

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

3) Pay in Person

Credit/bank card payments are accepted. Additional bank service charges will be added onto payments made by credit/bank cards. Any payment over RMB 5,000 cannot be paid in cash. Should you require further assistance, please contact the YCIS Shanghai Accounts Office at the following campuses:

Puxi		Pudong	
Hongqiao Campus	Ronghua Campus	Regency Park Campus	Century Park Campus
Mon - Fri	Tue & Thu	Mon & Wed	Tue & Thu
+86 21 2226 7666			
ext. 1888	ext. 2888	ext. 3888	ext. 4888
Office hours: 8am-4:30pm	Fax number: 021-2226 7618	Email address: accounts@sh.ycef.com	

Settlement of Payments

Any payments received by the School will be applied first toward 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 applied to all School Fees that are overdue. The School also reserves the right to offer the place of a student with overdue payment to new waiting applicants, meaning that late payment may put a child's seat at risk.

Departure/Cancellation

Departure of a student from Yew Chung International School of Shanghai is only confirmed upon the receipt of a completed, signed Departure Notice Form or a signed and dated letter, in advance of the desired departure date. A Departure Notice Form is available at the School Office. If a written notice of departure is submitted to the School during a public holiday, it will be deemed received by the School on the first day following the public holiday. Any refund of School fees will only be considered after the receipt of such notice of departure.

For current students, a Late Departure Notice Surcharge of RMB 20,000 will be applied if a departure notice is received by the School after the specified dates listed in the chart on page 4. For new students, a Cancellation Surcharge of RMB 25,000 will be applied if the student subsequently decides not to attend the School as scheduled.

Refunds

1) Application Fees:

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 any amounts that are owed by the student or the parent/guardian to the School from the Deposit, 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 outstanding.

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 and school resources based on confirmed enrolment, all of which have financial implications.

Accordingly, should a parent/guardian decide to terminate a student's enrolment 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 the year when the student departs, as well as when the written notice of departure is submitted to the School, the amount of compensation for early termination required by the School may vary.

The chart on page 4 summarises how much of the Tuition Fees and/or School Bus Fees already paid will be refunded, and in which circumstances the Late Departure Notice Surcharge will be levied.

The School will issue official tax receipts (fapiao) for all School Fee payments except for the Deposit. If you do not receive the fapiao within 30 days of payment, please contact the Accounts Office immediately. For any refund on School Fees, the original fapiao must be returned back to the School, and the refund will be made to the original payor. Failure to do so will result in additional tax charges per government requirements.

4) School Bus Fees:

For departing students, please see the chart on page 4 for School Bus Fee refund information. Current students who no longer require School Bus services must submit written notification to the School Office. The School Bus Fee for the month in which the written notification is received, as well as the fee for the following full calendar month, will not be refunded.

5) 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.

Temporary Leave

For temporary leave, the parent/guardian must notify the School in writing, stating the reason(s) for the leave and a scheduled date of return to resume enrolment. There will not be any refund of the Deposit or Tuition Fees for a student on leave. In the event that a student does not resume enrolment on the scheduled date, or if they fail to notify the School to extend the duration of leave and continue to pay the required tuition and other fees, such a student will be considered departed.

If he/she returns at a later date, a re-application process needs to be initiated.

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

Tuition Fees Refund and Late Departure Notice Surcharge Information Chart

Fee Type	Applicable Semester	Actual Departure Date	Refund
Semester Tuition Fees and School Bus Fees (if applicable)	Semester 1	Before Semester commences	100% refund
		On or before September 30	50% refund
		Starting October 1	No refund
	Semester 2	Before Semester commences	100% refund
		On or before February 28	50% refund
		Starting March 1	No refund
Late Departure Notice Surcharge: RMB 20,000 (for current students)	Semester 1	Before Semester commences	<ul style="list-style-type: none"> • N/A if Departure Notice Form is received by the School on or before April 10 • Applicable if after April 10
		After Semester commences	N/A
	Semester 2	Before Semester commences	<ul style="list-style-type: none"> • N/A if Departure Notice Form is received by the School on or before October 31 • Applicable if after October 31
		After Semester commences	N/A

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.

Updated March 22, 2020