



## Withdrawal and Refund Policies and Procedures

### Withdrawal Procedure

Withdrawal of a student from YCIS Shanghai is only confirmed upon receipt of a completed, signed Withdrawal Notice Form or signed and dated letter, in advance of the desired withdrawal date. A Withdrawal 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.

### 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 Fees and Placement Deposit:**

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 decide 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 table below summarises how much of the Placement Deposit, the Tuition Fees and/or School Bus Fees already paid shall be returned to the parent/guardian, after accounting for the early termination compensation by the parent/guardian.

### Refund Information Chart

Fee Type	Applicable Semester	Actual Withdrawal Date	Refund Condition
Placement Deposit	Semester 1	Before Semester commences	100% refund if written notice of withdrawal is received by the school on or before April 15, after settlement of any outstanding school fees. No refund after April 15.
		After Semester commences	100% refund after settlement of any outstanding school fees.
	Semester 2	Before Semester commences	100% refund if written notice of withdrawal is received by the school on or before November 15, after settlement of any outstanding school fees. No refund after November 15.
		After Semester commences	100% refund after settlement of any outstanding school fees.
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

Note: The Placement Deposit will not be refunded to new students who subsequently decide not to attend the school as scheduled.

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 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 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 continue 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.

3. School Bus Fees: For withdrawing students, please see Refund Information Chart above for School Bus Fees refund information. Current students who no longer require school bus services must submit written notification to the School Office. The School Bus 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 School Bus Fees will be refunded.
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.

**Any refund or release of school records is dependent upon the satisfactory completion of withdrawal procedures, the return of all school property, and the clearance of accounts with the School office.**

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

*Updated February 9, 2011*