



青島耀中國際學校

YEW CHUNG INTERNATIONAL SCHOOL OF QINGDAO

2021/2022 Departure and Refund Policies and Procedures

2021 - 2022 离校与退费政策与程序

2021 – 2022 Departure and Refund

Policies and Procedures

I . Departure/Cancellation

Departure of a student from Yew Chung International School of Qingdao is only confirmed upon receipt of a completed, signed Departure Notice Form, in advance of the desired departure date. A Departure Notice Form is available at the School Office. If a written 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 refund of school fees will only be considered after the receipt of such written Departure Notice Form.

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 and 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/guardian, 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 departs, as well as when the written Departure Notice Form is submitted to the School, the amount of compensation for early termination required by the School may vary. The table below summarizes how much of the Deposit, Tuition Fees and/or School Bus Fees, etc. already paid shall be returned to the parent/guardian, after accounting for the early termination compensation by the parent/guardian.

For new students, the Deposit will not be refunded if the student subsequently decides not to attend the School as scheduled.

Refund Information Chart

Fee Type	Applicable Semester	Actual Departure Date	Refund Conditions
Deposit	Semester 1	Before Semester commences (1 June 2021 to 18 August 2021)	100% refund if written Departure Notice Form is received by the School on or before 15 April 2021, after settlement of any outstanding school fees. No refund after 15 April 2021.
		After Semester commences (19 August 2021 to 30 November 2021)	100% refund after settlement of any outstanding school fees.
	Semester 2	Before Semester commences (1 December 2021 to 4 January 2022)	100% refund if written Departure Notice Form is received by the School on or before 15 November 2021, after settlement of any outstanding school fees. No refund after 15 November 2021.
		After Semester commences (5 January 2022 to 31 May 2022)	100% refund after settlement of any outstanding school fees.
Tuition Fees Bus Fees Meal Fees Boarding Fees	Semester 1	Before Semester commences (Before 18 August 2021)	100% refund
		On or before 30 September 2021	50% refund
		From 1 October 2021	No refund
	Semester 2	Before Semester commences (Before 4 January 2022)	100% refund
		On or before 28 February 2022	50% refund
		From 1 March 2022	No refund

While the School reserves the right to deduct from the 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.

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

In order to ensure that the Deposit or School Fee is returned to the proper party, the prints of official Receipt or Fapiao issued by the School must be returned to the School before the Deposit or School Fee can be refunded.

II. Temporary Leave and Refund

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. If a student does not continue enrollment on the scheduled date or notify the School to extend the duration of leave, or unable to pay the required tuition and other fees, such a student will be considered departed. If the student returns delayed and failed to notice the School, the student will be considered as new enrollment, and the parent needs to pay the application fee and deposit again.

Refund for Temporary Leave Students and Current Students

1. There will not be any refund of the Deposit or Tuition Fees for a student on temporary leave.
2. School Bus Fees: Current students who no longer require School bus services would need to 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.**
3. School Meal Fees: Current students who no longer require School meal services would need to submit written notification to the School Office. **The School Meal 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 Meal Fees will be refunded.**
4. Boarding Fees: Current students who no longer require School Boarding service would need to submit written notification to the School Office. **The School Boarding 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 Boarding Fees will be refunded.**

Special Reminder : Please retain all original Receipt or Fapiao well. For any refund on school fees, the original corresponding fapiao or receipt must be returned to the School , or the parent will bear the additional tax and other related expenses.

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

These Departure and Refund Policies and Procedures are valid as of 1 March 2021 and will continue to be valid until further notice.

YCIS Qingdao Address:

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All conditions contained within this Fee Schedule - Academic Year 2021/2022 do not overwrite the law of the People's Republic of China.

2021-2022 学年离校与退费 政策与程序

一. 离校及取消入学

学生如果要申请离开青岛耀中国际学校，家长/监护人必须于离校日期前，填写一份完整的《离校通知表》（有家长/监护人签名及填写通知日期），该表可向学校办公室索取。若家长/监护人在公众假期内向学校提交书面《离校通知表》，则视假期后的第一个工作日为收到离校申请的日期。当学校收到《离校通知表》后，才会处理其他离校及退费申请。

退费

1. 入学申请费：入学申请费为一笔不可退还的行政费用，入学审批程序会在申请费交付后启动，故无论何种原因学生退学、离校，该笔费用不予退还。

2. 学费和入学及履约保障金：

在确定录取的学生后，学校已预先投入人力资源，购置教材和其他资源，这些都涉及经费支出。因此，当学生决定离校或退学时，家长/监护人需要向学校因提前解除教务服务合同而支付违约金，支付学校预先已投入的资源，以及重新编排时间表与做出其它相关安排而产生的行政费用。提前解除合同的违约金金额将根据学生在该学年内的离校日期与提交《离校通知表》的通知日期而定。

当家长/监护人付清提前解除合同的违约金后，学校需要向家长/监护人退还剩余的入学及履约保障金，学费以及/或者校车费，餐费以及住宿费余款，学校将会依据下表列明的相应时间退还相应的金额。

若新生在预定开课日期前决定不来校就读，已付履约保障金将作为学生家长向学校支付的违约金而不予退还。

退费信息表：

费用种类	适用学期	实际离校日期	退费条件
入学及履约保障金	第一学期	学期开始之前 (2021年6月1日至8月18日)	若学校于2021年4月15日或之前收到书面《离校通知表》，并在家长缴清全部欠款后，可全额退还履约保证金。 若学校于2021年4月15日之后接到书面《离校通知表》，则履约保证金不予退还。
		学期开始之后 (2021年8月19日至11月30日)	在家长缴清全部欠款后，可办理退学，并退还全额履约保证金。
	第二学期	学期开始之前 (2021年12月1日至2022年1月4日)	若学校于2021年11月15日或之前收到正式、完整的书面《离校通知表》，并在家长缴清全部欠费后，可全额退还履约保证金。 若学校于2021年11月15日之后接到书面《离校通知表》，履约保证金不予退还。
		学期开始之后 (2022年1月5日至5月31日)	在家长缴清全部欠费后，可办理退学，并退还全额履约保证金。
学费 校车费 餐费 住宿费	第一学期	学期开始之前 (2021年8月18日之前)	全额退款
		2021年9月30日或之前	退还一半金额
		2021年10月1日或之后	不予以退款
	第二学期	学期开始之前 (2022年1月4日之前)	全额退款
		2022年2月28日或之前	退还一半金额
		2022年3月1日或之后	不予退款

尽管学校有权从履约保证金中扣除学生或家长/监护人所欠学校之款项，但这并不会影响学校通过其它手段向学生或家长/监护人要求清还欠款的绝对权利，学校将保留此项权利。

若内部转校获得批准，在家长需要缴纳履约保证金的情况下，该履约保证金会由原来的学校转向新入读的学校。差额调整按照新入读的学校标准执行，若有剩余符合条件的无息退还。

为保障收款人的权益，家长在申请退还履约保证金或学费时须提供收据或发票证据。收到相关证据及其他必须文件后，学校方可办理退费手续。

二. 暂时离校

若申请暂时离校，家长或监护人必须尽早以书面方式通知学校，详细列明原因与复课日期。暂时离校学生的履约保证金、学费均不会退回。学生若未能在预定日期复课，或未能通知学校延迟复课，或未能继续缴纳必须的学费与其它费用，学校保留把该生学位转给新生的权利，且该学生将被视作正式离校。若日后有意回校，便需要再次缴纳入学申请费。

暂时离校及在校生相关的退费

- 1 学费和履约保证金：暂时离校的在校学生的履约保证金、学费均不会退回。
- 2 校车费：若在校学生希望停用校车服务，则必须向学校发出书面通知，收到书面通知的当月及其之后一个月之费用将不予退还，剩余费用将退还给家长。
- 3 餐费：若在校学生希望停止用餐服务，则必须向学校发出书面通知，收到书面通知的当月及其之后一个月之费用将不予退还，剩余费用将退还给家长。
- 4 住宿费：希望停用住宿服务的学生，则必须向学校发出书面通知，收到书面通知的当月及其之后一个月之费用将不予退还，剩余费用将退还给家长。

特别提醒：我校开具的所有发票和收据原件请务必妥善保管。如日后涉及退费，按照税务规定须交回原始单据，否则家长将承担由此产生的额外税费。

任何退款或学生校内记录之签发，取决于家长是否已办妥离校手续、学生是否已归还所有属于学校之物品、以及是否与学校结清各项费用。

此《离校与退款—政策与程序》自 2021 年 3 月 1 日起生效，直至另行通知为止。

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涉及到以上条款、内容的法律适用问题，一律适用中华人民共和国的法律。