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**BCIS** BEIJING CITY INTERNATIONAL SCHOOL  
北京乐成国际学校

文行  
忠信  
Empowering and  
Inspiring through Challenge  
and Compassion

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## BCIS School Fee Policy 北京乐成国际学校 2022-2023 年度学费制度

### I. Tuition 学费

The tuition fee covers all the major costs in running a high-quality educational program. The tuition fee varies according to grade level, as shown in the tuition fee chart.

学费覆盖为学生提供高质量教学所发生的成本支出。学校按年级高低，收取不同基准的学费，详见学费表。

Full payment for returning and new students will guarantee enrollment.

新生与返校生均需按时付费以确保入学资格。

For new students who enroll after the school year has started, twenty percent of the full annual tuition fee is payable regardless of when the student joins the school. The remaining eighty percent fee is pro-rated monthly according to the time a student is enrolled in school.

学期中入学的学生，无论何时入学，均需缴纳全年学费的百分之二十。另外百分之八十的学费将按照学生入学的时间，以月为单位按比例收取，不足一个月按一个月计算。

The tuition fee is shown in the chart below. If you would like to make the payment in foreign currency, please contact our school finance office. Bank charges are borne by the payer.

学费金额如下表所示。如需用外币支付学费，请联系学校财务办公室。银行手续费由付款人承担。

Tuition fee chart – Annual payment 每学年学费表 – 一次性交费付款

Grades 年级	Quoted in RMB 人民币金额
Toddler 小小班	230,000
Nursery 小班	245,000
Pre-Kindergarten 中班	265,000
Kindergarten 大班	265,000
Grades 1-5 年级	265,000
Grades 6-8 年级	285,000
Grades 9-10 年级	295,000
Grades 11-12 年级	305,000

Note: For students in Toddler through Kindergarten, snack and lunch are included in the annual tuition fee.

School PE uniforms are provided to students in Toddler through Grade 10.

注：学校为小小班至大班学生免费提供午餐和加餐；为小小班至十年级学生免费提供校服。

## II. School Bus Fee 校车费

The School Bus service is contracted to an outsourced bus company. BCIS will collect the bus fees and pass the fees directly to the bus company. The bus company is responsible for providing a Fapiao (if applicable). A non-refundable and non-transferable school bus fee must be paid for the full school year. School bus fees vary according to the distance to the school.

学校的校车服务由外包公司提供，校车费将由学校代收后交付给校车公司，并由校车公司提供发票（如需要）。校车费需按全学年支付，不予转让和退还。校车费根据离校距离远近而不同。

School bus fee chart 校车费付款金额

Distance 距离	RMB 人民币
Below 5 KM 5 公里以内	16,000
5-10 KM 5-10 公里	18,000
10-20 KM 10-20 公里	20,000
Above 20 KM 20 公里以上	22,000

## III. Others 其他

Students in the IB Diploma Programme (DP) may also request the following services from the IBO: Re-moderation, Examination Retakes, Legalization of Diploma, and Appeals. These services incur additional costs that are not covered by regular fees.

IBDP 的学生可能需要获得 IBO 提供的以下服务：考卷综合评估，补考，学历认可及成绩上诉等。这类服务将收取额外费用，该费用不包含在学校学费中。

## IV. Payment Schedule 付费时间

The payment due dates for fees are indicated on all invoices. Tuition fee must be paid before the due dates indicated on the invoice for a place to be confirmed.

所有付款通知单上均注明付款截止日期。学费必须在付款通知单上的付款截止日期前支付，以确保该学生的入学资格。

For returning students the fee payment is due on 10th June 2022.

返校生的付款截止日期为 2022 年 6 月 10 日。

For newly enrolling students the fee payment is generally 20 days after the invoice has been issued.

新生需要在学费付款通知单开具后 20 天内付款。

## V. Payment Method 付费方式

We accept payment by RMB bank check, bank transfer and bank card. The school does not accept cash payments.

我们接受人民币支票、银行转账及银行卡付款，不接受现金付款。

Bank card payments can only be made in person at the BCIS Finance Office. A bank surcharge will be applicable per transaction, a 0.46% surcharge for domestic debit card (upper limit: RMB 20), a 0.6% surcharge for domestic credit card (no upper limit), a 4% surcharge for international cards such as Visa/Master/JCB/American Express/Diners cards (no upper limit). Should the surcharge rate change, the latest one of the banks shall be applied.

银行卡支付：付款方如采用银行卡刷卡付款，请亲自到我校财务部办理。每笔刷卡付款将加收一定比例的银行手续费：每笔国内储蓄卡刷卡手续费为应付费用总额的 0.46%（20 元人民币封顶）；每笔国内信用卡刷卡手续费为应付费用总额的 0.6%（上不封顶）；每笔国际卡如 Visa/Master/JCB/美运/大莱卡手续费为 4%（上不封顶）。如有变动请以银行最新公布的刷卡费率为准。

## VI. Discounts 折扣

BCIS is offering a discount of 2% on the base tuition fees to parents of re-enrolling students, when tuition fees are paid in full before 29 April 2022.

如返校生在 2022 年 4 月 29 日前支付全额学费，北京乐成国际学校将提供标准学费百分之二折扣。

A discount of 20% on the base tuition fees is available to parents for their legitimate third child or more.

如果一个家庭有三个或更多法定子女同时在北京乐成国际学校就读，第三个或者更多子女将享受百分之二十的学费折扣。

## VII. Responsibility of Payment of Fees 付费责任

The student's parent or guardian is wholly responsible for payment of tuition and other fees by the due date, even in cases where payment may be subsidized by a third party such as the parent's employer.

学生家长或监护人全权负责学费和其他相关费用按时缴纳；即便付款人为第三方，如家长的雇主，学生家长也须全权负责学费和其他相关费用按时缴纳。

Once the payment is received by the school, it is deemed that the student's parent or guardian agrees to the school fee policy.

学校收到付款，即视为学生家长或监护人同意学校的学费制度。

## VIII. Refund Policy 退费政策

The following are the guidelines and timelines that govern the BCIS Refund Policy. Please note that the calculation to determine the specific amount of the refund will be completed on the actual date that the student withdraws from BCIS. Only subsequent to the actual withdrawal date will the specific calculation be finalized, at which time the process leading to that actual refund will then commence.

以下为学校退费政策指导方针与执行时限条款。请注意：具体退费数额将根据学生退学实际日期计算。待学生正式退学后，学校将开始进行退费计算与相关流程。

- A full refund will be given if a formal written notification of withdrawal is received by the relevant Principal (ECC/ES/SS) before June 30, 2022 and the student does not attend any school days for the upcoming year.  
若学生所在学部的校长（幼儿园/小学部/中学部）于 2022 年 6 月 30 日前接收到正式的书面退学申请，且该名学生在新学年没有入学上课，将全额退还所缴纳的学费。
- A 80% refund will be given if a formal written notification of withdrawal is received by the relevant Principal (ECC/ES/SS) before August 29, 2022 and the student does not attend any school days for the upcoming year. If the student attends any days in Semester 1, tuition fees will be pro-rated based on the attending months, and this amount will be deducted from the refundable 80%.  
若学生所在学部的校长（幼儿园/小学部/中学部）于 2022 年 8 月 29 日前接收到正式的书面退学申请：且该名学生在新学年没有入学上课，将退还百分之八十的所缴纳学费；若该名学生在第一学期就读，按出勤月数折算学费，不足一月按一月计算，将从应退还的百分之八十的所缴纳学费里扣除。
- A 40% refund will be given if a formal written notification of withdrawal is received by the relevant Principal (ECC/ES/SS) before November 15, 2022 and the student does not attend any school days for Semester 2. If the student attends any days in Semester 2, tuition fees will be pro-rated based on the attending months and this amount will be deducted from the refundable 40%.  
若学生所在学部的校长（幼儿园/小学部/中学部）于 2022 年 11 月 15 日前接收到正式的书面退学申请，且该名学生在第二学期没有入学上课，将退还百分之四十的所缴纳学费；若该名学生在第二学期仍入学就读，按出勤月数折算学费，不足一月按一月计算，将从应退还的百分之四十的所缴纳学费里扣除。
- No refund will be provided if notification of withdrawal is received by the relevant Principal (ECC/ES/SS) after November 15, 2022.  
若学生所在学部的校长（幼儿园/小学部/中学部）于 2022 年 11 月 15 日后接收到退学申请，不予退还学费。

Refunds can only be provided after the student completes all necessary withdrawal procedures and has left the school. Any issued Fapiao should be returned to the school prior to the fees being refunded.

退费只有在学生办完离校手续，并在离校日之后提供。若学费已开具发票，应先归还发票后办理退费手续。

A student whose enrollment has been terminated by BCIS may be eligible for a fee refund.

被 BCIS 劝退的家庭可能会收到部分学费退款。

**IX. Force Majeure Closing of the Campus 不可抗力导致校园关闭**

Please note that the school will be unable to refund the fees in the case of campus closure for causes over which the school has no reasonable control.

如遇不可抗力而需关闭校园，学费不予以退还。

**X. Statement 声明**

BCIS reserves the right to make the final decision on the fee policy.

北京乐成国际学校保留学费政策的最终决定权。

BCIS parents agree that if students are unable to access the campus due to the requirements of the epidemic prevention policy for infectious diseases, such as COVID-19, the school will adjust the format of delivery of teaching and learning, including, but not limited to, online interaction activities, synchronous and asynchronous online learning, and home-supported learning.

家长同意：如因新冠肺炎疫情等传染性疾病预防政策的要求，导致无法开展线下教学，学校可以主动调整托管或教学方式，包括但不限于开展线上活动、直播互动、网络教学等。