

BCIS School Fee Policy 2018-2019 2018-2019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.

学费主要用于提供高质量教学内容所发生的成本支出。学校按年级高低，收取不同基准的学费，详见学费表。

School fees must be paid in full, prior to the commencement of classes.

学校各项费用应在开学前按学年付清

Twenty percent of the annual tuition fee is payable in full 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.

无论学生何时入学，均需缴纳全年学费的百分之二十，另外百分之八十的学费则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。当学费用外币支付时，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 一次性交费付款金额

Grades 年级	Quoted in RMB 人民币金额
Toddler	199,100
Nursery	213,600
Pre-Kindergarten	228,100
Kindergarten	240,000
Grades 1-5	240,000
Grades 6-8	260,000
Grades 9-10	280,000
Grades 11-12	280,000

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

A one-time, non-refundable/non-transferable application fee will be due for all applications to be considered. For any application for enrolment of 2018-19 school year, the application fee will be 2,000 RMB. For any application for enrolment of 2019-20 school year, the application fee will be 3,000 RMB. 申请费应于报名时支付且不可退还或转让，学校收到申请费后开始招生审核程序。2018-19学年的申请费为人民币2000元，2019-20学年的申请费为人民币3000元。

III. New Student Fee 新学生费

A one-time, non-refundable/non-transferable new student fee of 15,000 RMB covers the expenses associated with the matriculation of new students. 新学生费人民币15000元用以支付新生入学相关的辅助开支，该项费用需一次性支付且不可退还或转让。

IV. School Bus Fee 校车费

The School Bus service is contracted to an outsourced bus company. Bus fees will be paid directly to the bus company, which 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，校车费将直接交付校车公司，并由校车公司提供发票。校车费需一次性付款，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	13,000
5-10 km 5-10 公里	15,000
10-20 km 10-20 公里	17,000
Above 20 km 20 公里以上	19,000

V. 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的学生可能要求以下IBO组织的服务：科目调整，补考，文凭认证及其他诉求。这类服务将收取额外费用，未包含在学校学费中。

VI. 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注明的付款截止日期前支付，以确认该学生的入学资格。

For returning students the fee payment is due by May 30.

返校生的付款截止日期为5月30日。

Students are not allowed to attend school before the payment.

交纳学费的学生方可入学上课。

VII. 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 0.5% surcharge for domestic debit card (upper limit: RMB 20), a 0.6% surcharge for domestic credit card (no upper limit) and a 2% surcharge for foreign-issued cards (no upper limit).

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0.5%（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%（不封顶）；每笔国际卡刷卡手续费为应付费用总额的2%（不封顶）。

VIII. Penalty for late payment 滞纳金

Late payments for returning and new students incur a surcharge of 2% of the total unpaid fees every month. The calculation will start from the due date.

如出现延迟付费，从账单到期日起按每月百分之二计算滞纳金，不足一个月按一个月计算。

IX. Discounts 折扣

Parents of re-enrolled students who pay their tuition fees in full prior to April 15, 2018 are entitled to a 2% discount of the annual tuition fee for the 2018-2019 School Year.

返校生如果在 2018年4月15日之前（含4月15日）一次性支付2018/2019学年全年学费，家长可享受百分之二的全年学费折扣。

A discount of 20% on the base tuition fees is available to parents for their legitimate third child or more. 同时在北京乐成国际学校就读的同一对父母合法的第三个或者更多孩子将享受百分之二十的学费折扣。

X. 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付款；即便付款人为第三方如家长雇主，学生家长也须全权负责学费和其他相关费用按时付款。

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，即表示学生家长或监护人同意学校学费制度。

XI. 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，学校将启动退费计算与相关办理流程。

- A full refund will be given if a formal written notification of withdrawal is received prior to June 15, 2018 and the student does not attend any school days for the upcoming year. If the student attends any days in the school year, twenty percent of the annual tuition fee is payable in full. The remaining eighty percent fee is pro-rated monthly according to the attending months during school year.

若学校于2018年6月15日（含）前接收到正式的书面退学申请，且学生在新学年不上课，退还100%全年学费。但若学生在新学年仍要上课，需缴纳全年学费的百分之二十，另外百分之八十的学费则将按照学生出勤月数，以月为单位按比例收取，不足一月按一月计算。

- An eighty percent refund will be given if a formal written notification of withdrawal is received prior

to August 9, 2018 and the student does not attend any school days for the upcoming year. If the student attends any days in the school year, tuition fees will be pro-rated based on the attending months during school year.

若学校于2018年8月9日（含）前接收到正式的书面退学申请，且学生在新学年不上课，退还80%全年学费。但若学生在新学年仍要上课，按出勤月数折算学费，不足一月按一月计算。

- A 40% refund will be given if a formal written notification of withdrawal is received prior to November 15, 2018 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 during Semester 2.

若学校于2018年11月15日（含）前接收到正式的书面退学申请，且学生在第二学期不上课，退还40%全年学费。但若学生在第二学期仍要上课，按出勤月数折算学费，不足一月按一月计算。

- No refund will be provided if notification of withdrawal is received after November 15, 2018. 若学校于2018年11月15日后接收到正式的书面退学申请，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 will receive a fee refund pro-rated by the number of remaining school days if the tuition fee has been paid.

被BCIS劝退的家庭可根据剩余的教学日退还已缴纳的部分学费。

XII. Force Majeure Closing of the School 不可抗力导致学校关闭

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

如遇学校无法控制的不可抗力而需关闭学校的情况下，学费不予以退还。

XIII. Statement 声明

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

BCIS保留学费政策的最终解释权。