

CISK School Fees Policy in 2023-2024 Academic Year

昆山加拿大外籍人员子女学校 2023-2024 学年费用制度

1. **The School Fees 费用**

The school fees include tuition, school bus fee, meal fee and other expenses that cover the costs incurred in providing instruction and services to students. Fees are charged at different benchmarks depending on the grade level. For details, please refer to the 2023-2024 school year tuition and fee notice.

费用包括学费、校车费、餐费及其他费用，覆盖为学生提供教学及服务所发生的成本支出。按照年级不同，收取不同基准的费用，详见 2023-2024 学年收费通知单。

Students enrolled mid-semester are required to pay 20% of the annual tuition regardless of when they enroll. The rest 80% of the tuition is charged on a pro-rata monthly basis according to the time of the student's enrollment, with less than one month being counted as one month.

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则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。

Late payment for returning and new student may result in loss of eligibility to enroll.

新生与返校生均需按时付费以确保入学资格。

2. **Payment Schedule 付费时间**

The payment due dates are indicated on all School Fee Letter. Payment must be made by the payment deadline on the School Fee Letter to ensure the student's enrollment.

所有缴费通知单上均注明付款截止日期，必须在缴费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。

The payment deadline for returning students is June 26, 2023.

返校生的付款截止日期为 2023 年 6 月 26 日。

For new students, the payment should be made within 7 days after the School Fee Letter is issued.

新生需要在缴费通知单开具后 7 日内付款。

Students will be admitted to classes only if they have paid the tuition fee.

交纳学费的学生方可入学上课。

3. **Payment method** 付款方式

Payments should be made to the bank account specified on the School Fee Letter, and the school accepts bank transfers. For easy identification, please send a copy of the remittance slip (**with student's name and grade level**) to the finance department's email, the email address is: finance@ciskunshan.org

付款应支付到缴费通知单上指定银行账户，学校接受银行转账汇款。请发送一份汇款通知书（注明“**学生姓名+就读年级**”）至财务部门邮箱：finance@ciskunshan.org

4. **Discount** 折扣

Returning students are eligible for a three percent (3%) reduction in annual tuition fee (excluding other fees) if the full amount of the 2023-24 academic year is paid by May 15, 2023 inclusive.

如返校生在 2023 年 5 月 15 日（含）之前缴纳 2023-2024 学年全额费用，可享受年学费（不包括其他费用）百分之三（3%）的减免。

5. **Refund Policy** 退费政策

Tuition fee 学费

If the respective head of department receives a formal written request to leave the school by June 30, 2023, and the student is not enrolled in classes for the new academic year, a full refund of the tuition fee will be issued.

若学生所在学部的负责人于 2023 年 6 月 30 日前接收到正式的书面离校申请，且该生在 2023-24 学年没有入学上课，将全额退还所缴纳的学费。

If the respective head of department receives a formal written request to leave the school by August 28, 2023, and the student is not enrolled in classes for the new academic year, 80% of the tuition fee will be refunded; if the student is enrolled in the first semester, the tuition fee will be discounted based on the number of months of attendance, with less than one month being counted as one month, and will be deducted from the 80% of the tuition and educational resources fees paid that should be refund.

若学生所在学部的负责人于 2023 年 8 月 28 日前接收到正式的书面离校申请，且该生在新学年没有入学上课，将退还所缴纳学费的 80%；若该生在第一学期就读，按出勤月数折算学费，不足一月按一月计算，将从应返还的 80% 的所缴纳学费里面扣除。

If the respective head of department receives a formal written request to leave the school by January 26, 2024, and the student is not enrolled in classes in the second semester, 40% of the tuition fee paid will be refunded; if the student is still enrolled in the second semester, the tuition fee will be charged on the basis of the number of months of attendance, with less than one month being counted as one month, and it will be deducted from the 40% of the tuition fee paid that should be refunded.

若学生所在学部的负责人于 2024 年 01 月 26 日前收到正式书面离校申请，且该名

学生在第二学期没有入学上课，将退还所缴纳学费及教学资源费的 40%；若该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 40% 的所缴纳学费里面扣除。

If the respective head of department head receives the request to leave the school after 26 January, 2024, the tuition fee will not be refunded.

若学生所在学部的负责人于 2024 年 01 月 26 日后接收到离校申请，不予退还学费。

Refunds will be made within 15 days after the student has completed the school leave procedure.

退费会在学生办完离校手续之后的十五日内完成。

Registration fee 申请注册费

The registration fee is a non-refundable fee, which is a one-time payment and is only collected when a new student applies to register as a student at our school for the first time.

申请注册费为不可退还的费用，此费用为一次性缴纳费用，只在新生首次申请注册成为我校学生时收取。

School meal fee 餐费

Students leaving school will be refunded for unused meals on a weekly basis, depending on the student's departure date. Enrolled students, who have been absent from school for more than one consecutive week, will be refunded the unused meal fees on a weekly basis.

离校学生学校将根据学生的离校日期，按周退还尚未使用的餐费。在校学生，连续

请假一周以上的，按周退还未使用的餐费。

School bus fees 校车费

The school will refund the unused school bus fees on a monthly basis, based on the student's departure date, with less than one month being counted as one month.

学校将根据学生的离校日期，按月退还尚未使用的校车费，不足一个月的按一个月收取。

School accommodation Fee 住宿费

The school will refund the unused accommodation fee on a monthly basis according to the student's departure date, with less than one month being counted as one month.

学校将根据学生的离校日期，按月退还尚未使用的住宿费，不足一个月的按一个月收取。

Deposit 保证金

The deposit will be refunded without interest upon the student's departure from school. Any damage to school property, or failure to return the library books or other school property on time while attending school, the resulting loss will be deducted from the deposit. Once the deposit has been fully deducted from the student's account, the school will re-charge the deposit for a fixed amount.

保证金将在学生离校时无息退回。若学生在校期间，有损坏学校财物，或未按期归还校图书馆图书或其它学校财产的情形，产生的损失将在保证金中扣除。一旦学生账户内的保证金被完全扣除，学校会重新收取固定金额的保证金。

Deposits not claimed by the parents/guardians within six (6) months from the

student's last day attending school will be treated as a donation to the School's development fund and cannot be claimed thereafter.

家长/监护人在学生最后一天上学后的六个月内未领取的保证金将被视为捐赠给学校的发展基金，此后不能再申请。

6. Force majeure caused the campus to close 不可抗力导致校园关闭

In the event that the campus has to be closed due to force majeure, tuition fee will not be refunded.

如遇不可抗力而需关闭校园，学费不予以退还。

Parental consent: If offline instruction is not possible due to the requirements of the infectious disease prevention policy, such as the COVID-19 epidemic, the school may take the initiative to adjust the hosting or teaching methods, including but not limited to online activities, live events, online teaching, etc.

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者教学方式，包括但不限于开展线上活动、直播活动、网络教学等。

7. Responsibility of Payment of Fees 付费责任

The student's parent or guardian is solely responsible for the timely payment of tuition and other related 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, the school indicates that the student's parent or guardian agrees to the school fees 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

Statement 声明

CISK reserves the right to make the final decision on the school fee policy.

昆山加拿大外籍人员子女学校保留学费政策的最终决定权。

These Terms and Conditions are subject to amendment by CISK and shall take effect within 30 days from the date written notice is given to a parent/guardian, whether by printed copy, email notification, website notification or otherwise.

本条款和条件可由昆山加拿大外籍人员子女学校修改，并在通过印刷品、电子邮件通知、网站通知或其他方式向家长/监护人发出书面通知后的 30 天内生效。

I confirm that I have read, understood and agree to the above Terms and Conditions.

我已经阅读并完全理解本文件的内容,并接受以上条款。

*Please handwrite the above statement here.请在此处手写一遍以上陈述。

Student Name 学生姓名: _____

Guardian/Parent 监护人/家长签名: _____

Date 日期: _____