

## BCIS School Fee Policy 2016-2017 2016-2017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 may be paid in full, or by semester, prior to the commencement of classes.

学校各项费用应在开学前按学年或者学期付清。

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。

Tuition can be paid in RMB or USD. The tuition fee quoted in different currencies is shown in the tuition fee chart. The exchange rate is fixed through the whole school year. Bank charges are borne by the payer.

学费可选择用人民币支付或美元支付。使用不同货币支付的学费金额如下表所示。适用汇率全年保持不变。银行手续费由付款人承担。

#### Tuition fee chart quoted in RMB 人民币付款金额

Grades 年级	Semester Payment 分学期交费			Annual payment 一次性交费
	Tuition fee for 1 <sup>st</sup> semester 第一学期交费金额	Tuition fee for 2 <sup>nd</sup> semester 第二学期交费金额	Total 合计	
Toddler - Nursery	133,100	58,400	191,500	182,300
Pre-Kindergarten	142,800	62,600	205,400	195,600
Kindergarten	152,000	66,600	218,600	208,100
Grades 1-5	171,200	75,000	246,200	234,400
Grades 6-8	183,500	80,400	263,900	251,300
Grades 9-10	189,500	83,000	272,500	259,500
Grades 11-12	196,700	86,200	282,900	269,400

**Tuition fee chart quoted in USD 美元付款金额**

Grades 年级	Semester Payment 分学期交费			Annual payment 一次性交费
	Tuition fee for 1 <sup>st</sup> semester 第一学期交费金额	Tuition fee for 2 <sup>nd</sup> semester 第二学期交费金额	Total 合计	
Toddler - Nursery	21,400	9,400	30,800	29,300
Pre-Kindergarten	23,000	10,100	33,100	31,500
Kindergarten	24,500	10,700	35,200	33,500
Grades 1-5	27,500	12,100	39,600	37,700
Grades 6-8	29,500	13,000	42,500	40,400
Grades 9-10	30,500	13,400	43,900	41,700
Grades 11-12	31,600	13,900	45,500	43,300

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 of 2,000 RMB is payable at the time of application. The school will start to review the candidate after receiving the application fee.

申请费人民币2000元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。

**III. New Student Fee 新学生费**

A one-time, non-refundable/non-transferable new student fee of 5,000 RMB covers the orientation process, new student materials, and other ancillary expenses associated with the matriculation of new students.

新学生费人民币5000元用以支付迎新介绍，新生资料，以及其他与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 collected by the school are transferred to the bus company, which is responsible for providing a Fapiao (if applicable). A non-refundable/non-transferable school bus fee of 12,000 RMB can be paid by semester or for the full school year. If a full payment is made before April 15, 2016, an early bird discount of 1,000 RMB will be offered.

学校的校车服务由外包公司提供，校车费由学校代收后全部交至校车公司，由校车公司提供发票。校车费为每年12000元。校车费可选择分学期付款或一次性付款，不予转让和退还。若于2016年4月15日前一次性支付全年校车费，可享受1000元的早付费优惠。

**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组织的服務：考卷綜合評估，補考，學歷認可及其他訴求。這類服務將收取額外費用，未包含在學校學費中。

**VI. Payment Schedule 付費時間**

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.

所有付款通知單上均註明付款截止日期。學費必須在付款通知單上註明的付款截止日期前支付，以確認該學生的入學資格。

For returning students the fee payment is due by May 30. The second semester payment (if applicable) is due by December 15.

返校生的付款截止日期為5月30日。若分學期付款，第二學期費用的付款截止日期為12月15日。

Students are not allowed to attend school before the payment.

交納學費的學生方可入學上課。

**VII. Payment Method 付費方式**

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

我們接受人民幣支票，銀行轉賬及銀行卡付款，不接受現金付款。

For bank transfers, please refer to the following account information:

如通過銀行轉賬付款，請參見下述銀行信息；

The Elementary School and Secondary School fees are payable to:

中小学学费请转账至:

RMB Account Information 人民币账户信息	Bank Name (开户行): 中国银行北京双井支行 Account Name (户名): 北京乐成国际学校 Account Number (账号): 3337 5602 3812
USD Account Information 美元账户信息	Bank Name: Bank of China Beijing Shuangjing Sub-Branch Bank Address: No. 16 Zhonglu Dongsanhuan Chaoyang District Beijing, China SWIFT code: BKCHCNBJ110 Beneficiary's Name: Beijing City International School Account Number: 3350 5602 3812 Beneficiary's Address: No. 77 Baizwan Nan Er Road, Chaoyang District, Beijing

The Early Childhood Center school fees are payable to:

幼儿园学费请转账至:

Account information: (This account accept both RMB and USD)		账户信息: (人民币和美元均可汇至该账户)	
Bank Name	China Merchants Bank, Head Office, Shenzhen, P.R.China	开户行	招商银行大望路支行
Beneficiary's Bank Address	19/F., China Merchants Bank Tower, No. 7088 Shennan Boulevard, Shenzhen, P.R.China	银行地址	北京市朝阳区西大望路15号3号楼首层
Beneficiary's Name	Beijing City International School	户名	北京乐成国际学校
Account Number	110911719910701	账号	110911719910701
Below information is for bank transfer from abroad		以下信息供境外汇款至国内时使用	
SWIFT code	CMBCCNBS	SWIFT code	CMBCCNBS
Correspondent Bank	DEUTSCHE BANK TRUST COMPANY	中转行	DEUTSCHE BANK TRUST COMPANY
A/C No.	04-409-137	A/C No.	04-409-137
SWIFT code	BKTRUS33XXX	SWIFT code	BKTRUS33XXX

Note : Bank card payments can only be made in person at the BCIS Finance Office. BCIS will apply, per transaction, a 0.78% surcharge for domestic cards and a 4% surcharge for foreign-issued cards.

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。我校将加收一定比例的银行手续费: 每笔国内卡手续费为应付费用总额的0.78%, 国际卡手续费为应付费用总额的4%。

#### VIII. Penalty for late payment 滞纳金

Late payments for returning and new students incur a surcharge of two percent 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, 2016 are entitled to a 2% discount of the annual tuition fee for the 2016-2017 School Year.

返校生如果在 2016年4月15日之前（含4月15日）一次性支付2016/2017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 twenty percent 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。

**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。谨请注意：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 8, 2016 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2016年6月8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 4, 2016 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2016年8月4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, 2016 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2016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, 2016.  
若学校于2016年11月15日后接收到正式的书面退学申请,不予退还学费。

The Refund Policy is only applicable to the students who pay the annual tuition in full. No refund is provided for semester payment and enrollment during the school year, irrespective of when the withdrawal notice is received.

退费政策仅适用于一次性支付全年学费的情况。分期付款方式和学年中途入学,无论何时退学,已交学费均不予退还。

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.

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决定权。