



PAYMENT POLICY 2009-2010

Bank Details

Payment can be made in either RMB or in EUR. Please specify your preferred currency of payment as the invoice will be drafted in either RMB or EUR.

Tuition fees are quoted in RMB. Contact the Accounts department for the EUR equivalent, which is calculated based on the school's prevailing exchange rate.

IMPORTANT

Please make sure to mention the student's full name and year group when making a bank transfer. If payment cannot be traced, we cannot guarantee a seat for your child.

Payment should be settled **before** the following dates

May 1, 2009:	Semester 1 (August 24-February 1)
November 1, 2009:	Semester 2 (February 2-July 2)

All fees should be paid in full before the student can attend classes.

All bank transfer charges should be borne by the payee.

EUR Account

ABN AMRO BANK

Account number: 55.83.52.464 (EUR)
Account Name: Shanghai Rego International School.
Bank Address: Coolsingel 119
Postbus 949
3000 DD Rotterdam
The Netherlands
Tel: +31 10 402 4333

RMB Account

SHANGHAI PUDONG DEVELOPMENT BANK

浦发银行

Account Number: 076499-98280155300001292
Account Name: Shanghai Rego International School
上海瑞金国际学校
Bank Address: Minhang Branch
上海浦东发展银行闵行支行

SRIS Payment Policy

Registration fee

A one time non-refundable 2,500RMB registration fee should be paid upon submitting the application form.

Seat Guarantee Deposit

- A) Students who (successfully) submit an SRIS application form less than a month before the desired school starting date, can only be guaranteed a seat upon payment of the school fees (including registration fee) in full. This tuition fee payment includes a **15,000RMB non-refundable Seat Guarantee Deposit**.
- B) Students who (successfully) submit an SRIS application form more than a month before the desired school starting date, can only be guaranteed a seat upon payment of a **15,000RMB non-refundable Seat Guarantee Deposit**. This fee will be credited against the outstanding tuition fees but is non-refundable should the student decide not to take up a seat with SRIS or should the student withdraw within the academic year.

Please note that the 15,000RMB non-refundable Seat Guarantee Deposit will not be refunded in case of withdrawal within the academic year nor will it be refunded in case of withdrawal before the start of a new academic year.

Enrollment

Fees will be prorated on a bi-monthly basis for students starting school in the middle of a term; i.e. students starting school between the 1st and the 15th of the month will be charged full fees for that month. Students starting school on or after the 16th of the month, will be charged half a month's fees. Official school holidays cannot be deducted from the fees.

All fees must be paid before the first day of attendance. Pupils may only attend school if fees have been paid.

Withdrawals/Refunds

8 weeks notice of withdrawal should be communicated in writing to the SRIS Accounts department or the equivalent of 8 weeks fees will be payable in lieu of notice. Parents must ensure that written acknowledgement is received from the school following notice of withdrawal. If a withdrawal notice is delivered to SRIS during an SRIS school holiday (see school calendar) it will be deemed received on the first school day following the holiday. Refund of outstanding tuition fees will be calculated based on the date written notification was received by SRIS. Written notification can either be emailed (accounts@srisreggo.com), faxed (021-5488 5696) or mailed to the school's address. Failure to give written notification negates all outstanding refunds.

Tuition fees are refundable only for the months in which the student has not attended classes. Any attendance during a particular month will negate a refund for that month.

If a student is permanently excluded from the school, no refund whatsoever will be given (please consult Parent Handbook for detailed exclusion policy).

Students withdrawing before the completion of the academic year or before having attended SRIS for at least 2 semesters, should bear the cost of 3,000RMB for the uniform, notebooks and other teaching materials that were distributed free of charge upon enrollment.

Note: All outstanding financial obligations of the student will be deducted from any refund(s). Please contact the Finance Office at 5488 8320 should you have any questions.



交费政策 2009-2010

银行信息

学生学费可以人民币或欧元进行支付。请明示您选用的付费币种以保证您收到相应的发票。

学费以人民币报价，请联系财务部门了解相应的欧元学费报价。

重要提示：

当您通过银行进行汇款时，请注明学生的全名、年级及发票号码。如果学校不能确定付款信息，学校将无法确保学生的入学资格。

请在下列付款截止日期前缴清学费：

2009年 5月1日 第一学期（8月24日—次年2月1日）

2009年 11月1日 第二学期（2月14日—7月2日）

学生入学前必须缴清所有学费。

银行转帐中产生的各项费用如银行手续费等需由支付方承担。

欧元帐号

ABN AMRO BANK

Account number: 55.83.52.464 (EUR)
Account Name: Shanghai Rego International School.
Swift code: ABNANL2A
IBAN: NL80ABNA0558252464
Bank Address: Coolsingel 119
Postbus 949
3000 DD Rotterdam
The Netherlands
Tel: +31 10 402 4333

人民币帐号

SHANGHAI PUDONG DEVELOPMENT BANK

浦发银行

Account Number: 076499-98280155300001292
Account Name: Shanghai Rego International School
上海瑞金国际学校
Bank Address: Minhang Branch
上海浦东发展银行闵行支行

费用政策

注册费

在提交入学申请表前，新生需一次性缴纳不可返还的人民币 2,500 元的注册费。

留位费/入学资格确保

如在申请日期已确认有提供的就学名额，则：

- a. 在学期开学之前一个月以内成功递交上海瑞金国际学校入学申请表的学生须同时缴齐本学
期全部学费（包括注册费），学校才保留该生的入学名额。所交学费中包含了 15,000 元的
不可返还的留位费
- b. 在学期开学之前一个月以前成功递交上海瑞金国际学校入学申请表的学生须缴纳人民币
15,000 元的不可返还的留位费，学校才保留该生的入学名额。学校将在今后缴纳的学费中
对此笔费用予以扣减，但如果学生决定不到上海瑞金国际学校就学，则此笔费用不可返
还。

请注意，学生在学年度中提出退学或者在新的学年开始前提出退学的情况，不可返还的 15,000 元的留位费均不会退还。

入学学费

如果学生在某一学期期中入学，学校将根据入学日期按月比例计算第一学期学费：如在当月 1 日—15 日（包括 15 日）入学，当月费用学生必须全部缴纳；如在当月 16 日之后入学，当月费用学校将以半月计算收取。请注意，上述日期包含学校安排的假期时段。

所有的费用应于学生入学前付清。

退学/退费

学生退学须至少提前八周以书面形式通知学校财务部门，否则，学校将收取相当于八周的学费。学生家长应该确保校方财务部已收到书面退学通知。如果退学申请书在学校假期（见校历）中递交，则视为假期结束后返校工作的第一个工作日收到。学费返还金额将从学校收到书面退学通知之日起计算。书面退学通知可以电子邮件方式发送至 accounts@srisreggo.com、传真至 021-5488 5696（财务部）或邮寄至学校。如未能以书面形式通知学校，学校将不予安排退费。

学校仅退还学生没有上课月份的相应学费。如果学生在某一个月上上过课，该月的学费将不予退还。

如果学生因违反校规被学校永久开除，学校将不予退还任何费用（请具体参见家长手册内，关于开除的详细条款）

学生若在学年结束前退学，或截止退学时在我校注册在读不满 3 个学期的，则需负担人民币 3000 元以支付在入学时免费提供的校服、笔记本及其他教学资料等的费用。

学生若在入学后的第一学期当中(或少于 5 个月)退学，在上述退学费用之外学校还将收取上面提及的人民币 15,000 元的留位费。

特别注明：任何有关学生的应付未付款项将从学生退学款中相应扣除。如有疑问，请致电 021-5488 8320（财务部）咨询。退款将在退学后一个月内被归还。