



PAYMENT POLICY

1. Bank Details

Bank details can be obtained from the SRIS Finance Office.
A copy will accompany the school invoice.

2. Policy

Registration fee

A one time non-refundable 200USD registration fee should be paid upon submitting the application form.

Reservation Fee/Seat Guarantee

Provided seat availability is confirmed on the application date:

- A) Students who submit a (successful) 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.
- B) Students who submit an (successful) SRIS application form more than a month before the desired school starting date, can only be guaranteed a seat upon payment of a **1,500USD non-refundable reservation fee**. This fee will be credited against the outstanding tuition fees but is non-refundable should students not wish to take up a seat with SRIS.

Enrollment

Fees will be prorated on a bi-monthly basis for students starting school in the middle of a term; i.e. all students starting school between the 1st and the 15th of the month will be charged full fees for that month. All 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.

Withdrawals/Refunds

Withdrawals should be communicated in writing to SRIS at least one month before they take into effect. Refund of outstanding tuition fees will be calculated based on the date written notification was received by SRIS. Written notification should be submitted to the Finance Office directly, attention of Ms. Daisy Shi.

Written notification can either be emailed (dshi@srisrego.com), faxed (-021-64985072) or mailed to the school's address. Please make sure to phone the Finance Office to check reception of written notification.

Failure to give written notification negates all outstanding refunds.

Tuition is refundable only for the months in which the student has not attended classes. Any attendance during a certain 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 parents' handbook for detailed exclusion policy).

Students withdrawing before the completion of the academic year or before having attended SRIS for at least three school terms, should bear the cost of 250USD for the uniform, notebooks and other teaching materials that were distributed free of charge upon enrollment.

All students withdrawing within their first term of attendance (less than 3 calendar months) will be charged the above mentioned 1,500USD reservation fee on top of other due withdrawal fees mentioned in this paragraph.

Note: All outstanding financial obligations of the student will be deducted from any refund(s). Please contact the Finance Office at 6492 3431 should you have any questions. Outstanding fees will be refunded within a month of withdrawal.

By submitting an application form to SRIS, you acknowledge and declare to accept all rules and regulations regarding payment stipulated above.