

Saturday School Fee Policy for the 2018/2019 Academic Year

Application Fee 申请费

A non-refundable non-transferable application fee of RMB 500 must be paid for each application.

周六课程所收取的申请及入学测试费将不予退还和转账。

Tuition Fee 学费

The tuition fee covers the cost of all required textbooks and the Cambridge Exam fees where applicable. Detailed course fees can be obtained from the Saturday School Office.

所收学费包含了不同课程所有必须的教材、教辅及相应课程的标准化考试费用。详情可咨询周六学校办公室。

No	Course	Total	Hrs
1	Parallel English EY/LS/US	30,800	75
2	Cambridge English Pre-Starters	19,350	75
3	Cambridge English YLE (Starters/Movers/Flyers)	19,850	75
4	Cambridge English KET/PET	20,150	75
5	Cambridge English Pre-FCE	23,100	75
6	Cambridge English FCE	24,100	75
7	Parent English	11,500	44
8	Creative Writing	25,800	50
9	LAMDA	28,400	46
10	Youth Leadership	15,800	50
11	Computer(Scratch)	25,800	50

12	STEM	26,100	50
13	Bridging	12,800	30
14	Parallel Maths LS/US	25,800	50

Students must pay the full fee on a termly basis before the class start to secure a place at Saturday School Saturday Programmes. Parents must accept full responsibility to ensure that tuition fees are paid in full before their child may begin classes at Saturday School regardless of whether the tuition fee is paid by the parents or the employer of one of the parents.

学生需在课程开始之前以学期为单位缴纳全款以确保学位。家长须确保在周六课程开始前缴纳全款，无论学费是由家长本人或他人进行支付。

Students who join at the beginning of the Saturday Programmes will be charged the full annual fee; for students who join after the start of the course, the fees per lesson missed will be deducted from the full annual amount.

学生从课程开始日期前加入周六学校课程的须付课程全款。学生中途插班周六课程，将根据插班时间，从全款中扣除相应错过的课程费用。

Withdrawal 退费

One week' s written notice must be given before a student is withdrawn from the school or one week' s tuition fees in lieu of timely notice will be due and payable as a debt. This is to ensure the school has sufficient notice with which to plan fee levels, other resources and the curriculum.

学生退学前须至少提前一周给出书面通知，否则将在退款中扣除一周的学费作为补偿。这是为了确保学校有足够的时间来计算费用金额，协调其他资源和课程。

In principal, students who complete one-half of the full course time will be referred to withdraw from school. The school will deduct the corresponding tuition fees according to the proportion of completed classes and the rest will be refunded. Refund will not be made after the completion of one-half of the class.

原则上，学生在全学期课程二分之一课时完成前提出退学的，将按已完成课时的比例扣除相应学费，其余部分全部退还。在全学期课程二分之一课时完成后提出退学的，将不予退款。

In no circumstances the textbook fee, uniform fee, external exam fees and other external fees will be refunded if the student is withdrawn from the Saturday School voluntarily.

在学生主动退学的情况下，所有教材材料费、校服费、标准化测试考试费及其他额外费用均不予退还。

Refunds of tuition fees will only be made after submitting the refund request form in writing and the return of the Official Tax Receipt (Fapiao) issued by school.

学费退款只能在提交书面退款申请表和退还学校发出的正式税单（发票）后方可退还。

Payment Schedule and Methods 付款时间表和方法

Following acceptance of the offer to take up a place at Harrow Beijing Saturday School, a full fee invoice will be issued by the school. Fee payments should be made within 5 working days of the receipt of the invoice or by the due date of the invoice (whichever is earlier).

在接受哈罗北京周六学校的录取通知书后，学校将发放全额费用账单。费用应在收到账单后 5 个工作日内或账单到期日（以较早者为准）发出。

Payments can be made by the following methods (Please quote the invoice number and student' s name when making the payment) 付款可以通过 ([方式进行 (请在付款时引用发票号码和学生姓名)

- In RMB wire transfer from a local bank (for RMB payment) 从当地银行的人民币电汇 (用于人民币支付)
- In USD wire transfer from an international bank 以国际银行的美元电汇转账

Bank Details for Payment 银行付款信息

For RMB payments:	
Bank name:	恒生银行 (中国) 有限公司北京分行
Account name:	北京哈罗英国学校
Account No.:	531-031680-020
For only US Dollar payments:	
Bank name:	Hang Seng Bank (China) Limited Beijing Branch
Account name:	Harrow International School Beijing
Account No.:	530-003797-055
Swift code:	HASECNSHBEJ

With the exception of the RMB application fees, the School will not accept cash payments on site. USD cash payments cannot be accepted according to P.R.C. regulations.

除人民币申请费外，学校不接受现场现金支付。根据 P.R.C 法规，不接受美元现金付款。

When paying by wire transfer in USD currency from overseas, please use the prevailing exchange rate published by the People' s Bank of China at the time of payment. If there is any shortfall in amounts received by the School, for whatever reason, the parent shall

be liable to pay such shortfall to the School by demand. The School also has the right to carry forward and add any such shortfall to the next term' s invoice.

当以海外美元电汇付款时，请使用中国人民银行在付款时公布的通行汇率。如果学校收到的金额出现任何不足，无论出于何种原因，家长应按要求向学校支付这笔不足。学校也有权结转并在下一期的账单上增加这些差额。