



School Fees Collection and Refund Policy
学费、住宿费及校车费的收费及退费管理办法

September 1st 2023
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According to the guidance of Foshan private schools on fee collection and refund, please see below for the collection and refund policy of tuition, boarding, school bus fee, meal fee.

我校根据佛山市民办学校关于学费、住宿费、校巴费、餐费的收取及退费的指导意见，结合本校实际情况，制定了如下管理办法，特此公示。

1. Tuition Fee 学费

Tuition fee is collected by semester. Full tuition fee must be paid by bank transfer or via POS machine before the enrolment. Tuition fee is not refundable when students take personal leave during the semester.

我校按学期收取学费，学生须缴纳完毕本学期的全部学费，方可入学。原则上，学生在学期内请假，学费不予退回。

For transfer-in students, fees are prorated according to the actual weeks of stay within the current semester. If the stay in days is less than one week, it is calculated as one week.

插班生从入读当周开始计算学费，不满一周按一周折算，以收取当前学期的剩余学费。

According to the government regulation, for any new student after registration who applies for a refund before enrolment, the school refunds the tuition fee after deducting 10% of service charge. If a student is approved to transfer to another school, stops studies with the consent of the school due to illness, or drops out of school, refund tuition fee will be calculated by month, according to the student's actual length of stay in school. If the actual stay is less than one month, it will still be calculated by a full month. If a student leaves the school without permission or is expelled from the school for his or her own reasons or cannot continue to receive education due to violation of laws and regulations, the tuition fee will not be refunded.

根据教育部门公布的《关于进一步完善我省中小学教育收费政策的通知》，学生注册缴费后未入读的，学校将在扣除 10% 的本学期学费之后，退还学生所缴纳的剩余学费；学生在校经批准转学、中途死亡或因病休学、退学的，学费按学生实际在校时间清退。在校时间未一个月则按一个月计算；学生私自离校和因自身原因被学校按规定开除学籍或因触犯法律、法规不能继续接受教育的，所交学费不予清退。

2. Boarding Fee 住宿费

Boarding fee is collected by semester. Full boarding fee must be paid by bank transfer or via POS machine before the service is used. Boarding fee is not refundable when students take personal leave during the semester.

我校按学期收取住宿费，学生须缴纳完毕本学期的全部住宿费，方可入学。原则上，学生在学期内请假，住宿费不予退回。

According to the government regulation, for any new student after registration who applies refund before enrolment, school refunds the boarding fee after deducting 10% of service charge. If a student is approved to transfer to another school, stops studies with the consent of the school due to illness, or drops out of school, refund boarding fee will be calculated by month, according to the student's actual length stay in school. If the actual stay is less than one month, it will still be calculated by a full month. If a student leaves the school without permission or is expelled from the school for his or her own reasons or cannot continue to receive education due to violation of laws and regulations, the boarding fee will not be refunded.

根据教育部门公布的《关于进一步完善我省中小学教育收费政策的通知》，学生注册缴费后未入读的，学校将在扣除 10% 的本学期住宿费之后，退还学生所缴纳的剩余住宿费；学生在校经批准转学、中途死亡或因病休学、退学的，住宿费按学生实际在校时间清退。在校时间未一个月则按一个月计算；学生私自离校和因自身原因被学校按规定开除学籍或因触犯法律、法规不能继续接受教育的，所交住宿费不予清退。

3. School Bus Fee 校车费

According to the government regulation, the school bus fee is paid by school semester. The full school bus fee must be paid by bank transfer or via POS machine before the service is used. The school bus fee is not refundable when students take personal leave during the semester. If a student is approved to transfer to another school, stops studies with the consent of the school due to illness, or drops out of school, the actual school bus fee is calculated by the actual taken school bus times and the remaining school bus fee will be refund.

根据教育部门公布的《关于进一步完善我省中小学教育收费政策的通知》，我校按学期收取校车费。学生须以银行转账或刷卡的方式交齐本学期的全部校车费，方可乘坐校车。原则上，学生在学期内请假，校车费用不予退回。学生在校经批准转学、中途死亡或因病休学、退学的，住宿费按学生实际乘坐情况清退。

4. Meal Fee 餐费

The full meal fee must be paid by bank transfer or via POS machine before the service is used. Parents contact Sleto by email to process meal refund.

家长应在开学前以银行转账或刷卡方式缴纳完毕本学期的全部餐费。家长以邮件形式联系学校餐饮供应商 Sleto 退还剩余餐费。