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

### (适用学年：2022-2023 学年)

我校根据佛山市民办学校关于学费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。

**According to the guidance of Foshan private schools on fee collection and refund, please see below for tuition, boarding, meal and bus fees collection and refund policy.**

### 1. 学费 Tuition Fee

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

插班生按入学所在月份，收取当前学期的剩余学费。

**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.**
**For transfer-in students, fees are prorated according to the actual months of stay within current semester.**

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；学生在校转学，休学以及退学的，学费按实际在校时间清算，在校时间未满一个月则按一个月计算。

**According to the government regulation, for any new student who applies refund after the registration, School refunds the tuition fee after deducting 10% of service charge; After starting, refund tuition fee will be calculated by month, according to the student's actual length stay in school. If actual stay is less than one month, it will still be calculated by a full month.**

### 2. 住宿费 Boarding Fee

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》，我校按学期收取住宿费。学生须以银行转账或刷卡的方式交齐全部住宿费，方可在学校住宿。<mark>学生注册缴费后未入读的，</mark>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；原则上，学生在学期内请假，住宿费不予退回。学生在校转学，休学以及退学的，住宿费按实际在校时间清算，在校时间未满一个月则按一个月计算。

**Boarding fee is collected by semester. Full boarding fee must be paid before the service is used. Boarding fee is not refundable when students take personal leave during the semester. Students who apply refund after the registration, School refunds the boarding fee after deducting 10% of service charge; After starting, refund boarding fee will be calculated by month, according to the student's actual length stay in school. If actual stay is less than one month, it will be calculated by a full month.**

### 3. 校车费 School Bus Fee

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。学生在校转学，休学以及退学的，<mark>校车费按实际乘坐情况核算。</mark>

**Bus fee is paid by school semester. Full bus fee must be paid before the service is used. Bus fee is not refundable when students take personal leave during the semester. After starting, refund bus fee will be calculated by month, according to the student's actual length stay in school. If actual stay is less than one month, it will be calculated by a full month.**

### 4. 餐费 Meal Fee

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

**Full meal fee must be paid before the service is used. Parents contact Sleto by email to process meal refund.**

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