



REGISTRATION PACK

ACADEMIC YEAR 2023 / 2024



SHANGHAI SINGAPORE
INTERNATIONAL SCHOOL
上海新加坡外籍人员子女学校

Fee Schedule

Tuition Fees for the Academic Year 2023/2024 include teaching supplies, student consumables and, the technology fee for all incoming Grade 5 to Grade 12 students. **Mandatory grade level excursions and educational trips*** are also covered in the tuition fees.

Fee Type	Grade		Tuition (RMB)
Tuition (RMB)	Preschool	Pre-Nursery to Kindergarten 2	195,000
	Primary School	Grade 1 to Grade 6	255,000
	Senior School	Grade 7 to Grade 8	275,000
		Grade 9 to Grade 10	285,000
		Grade 11 to Grade 12	295,000

* Grade level excursions such as Autumn and Spring day trips and educational trips include overnight learning trips. Student attendance is expected and no refunds will be made for students who opt out of the required grade level trips for whatsoever reasons.

• Application Fee **RMB 2,500**

The Application Fee is non-refundable, non-transferable and is only valid for the applying school year. This fee is due within 5 working days of its issuance.

• Seat Guarantee Deposit **RMB 20,000**

In order to secure a space for the next school year, a non-refundable Seat Guarantee Deposit will be applied to all students, prior to the upcoming school year. This deposit will be credited toward the first term or annual tuition fee.

• English Language Acquisition (ELA) Programme **RMB 25,000 per year**

The English Language Acquisition (ELA) Programme (**for Grade 1 to Grade 6 students only**) provides additional support to students who require extra assistance to learn the English Language.

• Transportation Fee **RMB 16,500 per year** (Below 5km) **RMB 18,500 per year** (5km and above)

The Transportation Fee applies only to those students who register with our regular bus service and should be paid in full before the school commencement date.

Further Fee Information

Sibling Discount

10% off the total annual tuition fee is offered to any existing or new family enrolling two or more siblings.

Corporate Discount

10% off the total annual tuition fee is offered to any company enrolling and paying for five or more children of their employees.

*** Sibling discount and corporate discount cannot be applied to the same student.**

Payment Schedule

You may choose to pay the tuition fees once (Annual Payment) or termly (Trimester Payment) for each year.

Methods of Fee Payment

- Payment in RMB can be made by bank transfer to the bank account of Shanghai Singapore International School, or by local credit cards. A copy of a bank remittance advice with your child's passport name should be forwarded to our Finance Office.
- The exchange rate used for USD conversion will be based on the central parity rate set by the People's Bank of China on the first working day of each month, where the received date of the overseas remittance shall prevail. All amount differences, if any, are to be borne by parents.

Late Payment Charges

A late payment charge of RMB300.00 per day (up to a maximum of 7 days) will be charged on all overdue tuition fees. After these 7 days, the school reserves the right to offer the existing seats of students with overdue payment to new applicants on the waitlist. Payment of late payment charges will be issued with a school receipt **only**.

Non-payment of School Fees

- Shanghai Singapore International School reserves the right to refuse admission or continued enrolment when the school fees are not paid as scheduled as per agreement. In the case of non-payment, the school may suspend the student and/or withhold all student records until all fees and accrued late payment charges are paid in full.

Important Information

1. For cash deposit:

To ensure that your payment is properly credited, kindly provide the original deposit slip issued from the bank for verification purpose.

2. For wire transfer payment:

Since wire transfers often go through several banks, the process not only takes many days to reach the school's account, the details of the payee may not be reflected on the bank notice of deposit. Therefore, to ensure that your payment through wire transfer is properly credited, please email a copy of your proof of remittance with your child's full name and class to invoice@ssis.asia. Please note that the payment is considered to be complete when the full invoice amount is received in the school's account.

3. Please contact the School Registrar at 62212292 or email: invoice@ssis.asia for questions regarding payments.

Fapiao Details

1. A Value Added Tax (VAT) Fapiao (增值税普通发票) will be issued upon confirmation of receipt of fees by the Finance Office.
2. Only one fapiao will be issued and the amount listed will be in accordance to the amount listed on the Proforma Invoice. If multiple fapiaos are required, please submit a written letter (with official stamp) by the paying company stating exact requirements to: invoice@ssis.asia
3. The remark column of the fapiao is blank by default. You may request for us to state: Period of Study + Student Name + Amount received in Foreign Currency + Exchange Rate Used.
4. Options for collection of fapiao:
 - a. In-Person: Please make an appointment to come to school to collect the fapiao in-person.
 - b. To Collect on Behalf: Please submit a photocopy of the identification card/passport of the Person who will be collecting on your behalf, prior to the collection date.
 - c. If the school campus is closed, you may choose to use a courier service (pay upon receiving) or collect in-person at our Shanghai City Office.
5. Please ensure that you keep all original fapiao(s) issued by the school. It is compulsory to return the original fapiao for any refund procedures.
6. For questions regarding fapiao, please contact our Finance Supervisor at 62217909 or email: invoice@ssis.asia

SSIS reserves the right, at our sole discretion, to change, modify, add or remove any of the Terms and Conditions contained herein at any time and with prior notice.

Application Procedure

STEP 1	Create an OpenApply Account.
STEP 2	Complete and submit application documents via OpenApply.
STEP 3	Make payment for the Application Fee.
STEP 4	Take the Admissions Assessment.
STEP 5	Successful applicants will receive the SSIS Admissions Notification after the confirmation of the admissions results. Upon receipt of this notification, the Seat Guarantee Deposit Fee should be completed within 5 working days.

The Year of birth for admission to the next two Academic Years is shown in the table below:

Grade	2023/2024	2024/2025	2025/2026
	Year of birth	Year of birth	Year of birth
Pre-Nursery	2021	2022	2023
Nursery	2020	2021	2022
Kindergarten 1	2019	2020	2021
Kindergarten 2	2018	2019	2020
Grade 1	2017	2018	2019
Grade 2	2016	2017	2018
Grade 3	2015	2016	2017
Grade 4	2014	2015	2016
Grade 5	2013	2014	2015
Grade 6	2012	2013	2014
Grade 7	2011	2012	2013
Grade 8	2010	2011	2012
Grade 9	2009	2010	2011
Grade 10	2008	2009	2010
Grade 11	2007	2008	2009
Grade 12	2006	2007	2008

301 Zhujian Road, Minhang District
Shanghai, China 201106
8621-62219288

www.ssis.asia

