

# Refund Policy

A notification of withdrawal is necessary for all refunds and it should be communicated in writing to SSIS at least one month (30 days) before they take into effect.

If a student is being expelled from school due to misconduct or breach of the rules and regulations of the school, there will be no refund or reduction of the school fees and all invoiced and unpaid fees will become payable to SSIS.

## Before final clearance

- All books and supplies (including library books), which have been loaned to the student, must be returned.
- Cost for lost or damaged books (including library books) or supplies loaned to the student must be paid.
- All outstanding fees must be paid in full
- A forwarding address is to be supplied to the Registrar's Office.
- Student records, recommendations, Progress Report folders and/or Transcripts of grades will not be released until ALL of the above conditions have been satisfied.

## Tuition Fees Refund Terms

Please refer to the following for our refund terms:

- If a student does not attend any days of school in a term, the tuition fees paid for that term will be refunded in full after deducting the Seat Reservation Deposit, where applicable.
- If a student attends any day of school in a term, the tuition fees paid for that term shall be due in full.
- If a student fails to notify the school of his/her intended withdrawal one month prior to the last day of school then 10% of the annual tuition fee is deemed payable in lieu of notice.

School days attended in a term	Refund amount
0	Tuition fee paid less Seat Guarantee Deposit
1 or more	No Refund

**If a student fails to notify the school of his/her intended withdrawal one month prior to the last day of school attendance, then 10% of annual tuition fee is deemed payable in lieu of notice.**

## Application Fee

The Application Fee is non-refundable, non-transferable and is only valid for the applying school year.

## Seat Guarantee Deposit

In order to secure a space for the upcoming school year, a non-refundable Seat Guarantee Deposit will be applied to all students, prior to the upcoming school year. The Seat Guarantee Deposit will be credited to the first payment of tuition fees but it will be forfeited if the student does not take up the seat.

## Transportation Fees

Transportation Fees paid for an academic year will be refunded on a pro-rated basis of each school day of an academic year that the student is not registered at SSIS, less a RMB 400 handling charge. The amount per school day will be 1/180 of the fee for an academic year.

## Refund Policy

1. A notification of withdrawal is necessary for all refunds and it should be communicated in writing to SSIS at least 30 days before the last day of school attendance. Parents must ensure that written acknowledgement is received from the school following notice of withdrawal. Otherwise, student will be deemed as absent and counted towards school days attended in a term.
2. If a student is being expelled from school due to misconduct or breach of the rules and regulations of the school, there will be no refund or reduction of the school fees and all involved and unpaid fees will become payable to SSIS.
3. The return of the original official receipt (fapiao) issued at the time of payment is required to process each refund transaction.
4. For loss of the original fapiao, a 25% surcharge will be imposed for a replacement. If the fapiao has been issued to a company, a written proof (with official stamp) will be required from the company, stating that the lost fapiao has not been entered into their accounts. Please note that the refund can only be made to the name and bank account as stated in the original lost fapiao.
5. Any overseas remittance charges incurred for the refund amount will have to be borne by parents.

**Note:** Tuition fees are non-transferable. Any outstanding financial obligations of the student will be deducted from any refund(s).

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.