



WITHDRAWAL / REFUND POLICY

A notification of withdrawal is necessary for all refunds and it should be communicated in writing to SSIS at least one month 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.

TUITION FEES

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.
- For attendance of no more than ten (10) days in a term, SSIS will refund 50% of that term's tuition fees.
- For attendance of ten (10) days or more, that term's tuition fees 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 a month of tuition fee is deemed payable.

ADMISSIONS TEST FEES, REGISTRATION FEES AND SEAT RESERVATION DEPOSIT

The Admissions Test Fees and the Registration Fees are non-refundable and non-transferable.

The Seat Reservation Deposit will be credited to the first term or first payment of tuition fees but it will be forfeited if the student does not take up the seat.

TRANSPORTATION FEES

Transportation Fees paid will be refunded on a prorated basis for each remaining school day of that academic year with effect from the day of withdrawal, less a RMB 400 handling charge.

REFUND POLICY

As stipulated by the Chinese Taxation Regulations, the return of the original official receipt (fa-piao) issued at the time of payment is required to process each refund transaction. Thus parents are required to produce and return the official receipt issued by Shanghai Singapore International School at the time of payment. If the family is unable to produce the original receipt, a 25% surcharge on the refund will be imposed.

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

I/We understand and agree to abide by the terms and conditions stipulated in the Withdrawal/Refund Policy stated above.

Name of applicant : _____

Level of study : _____

Signature of parent : _____

Date : _____