

# SUZHOU SINGAPORE INTERNATIONAL SCHOOL

Academic Year – August 2011 to June 2012

## FEE STRUCTURE

- **APPLICATION FEE (non-refundable)** **RMB 1500**  
This is a one-time non-refundable payment (must accompany Student Application Form). A prospective student is allowed to sit for a placement test after the registration fee is paid.

- **REGISTRATION/RE-REGISTRATION/SEAT GUARANTEE**  
All newly enrolled SSIS students will pay a RMB 10,000 deposit. This is will be invoiced and due with your tuition fees and refunded as outlined in the terms and conditions.

- **ANNUAL TUITION FEE**

<u>Grade Levels</u>	<u>IB Tuition</u>
<b>Pre-Nursery</b>	<b>RMB 27,500</b>
<b>Nursery, Pre-Kindergarten</b>	<b>RMB 85,300</b>
<b>Kindergarten</b>	<b>RMB 115,000</b>
<b>Grade 1 to 5</b>	<b>RMB 127,100</b>
<b>Grade 6 to 8</b>	<b>RMB 137,300</b>
<b>Grade 9 to 10</b>	<b>RMB 140,500</b>
<b>Grade 11 to 12</b>	<b>RMB 145,800</b>
<b>German Department Tuition Grade 1 to 4</b>	<b>RMB 139,200</b>

- **TRANSPORTATION FEE**  
Transportation fees are charged to those students who ride the bus and are determined by location. The annual transportation fees are as follows:

<b>SIP: RMB 4500</b>	<b>Downtown: RMB 8000</b>	<b>Kunshan: RMB 10,000</b>
<b>SND: RMB 8500</b>	<b>Wuxi: RMB 14,000</b>	

- **LIBRARY DEPOSIT**  
Students can borrow books from the library only after they pay a deposit of RMB 500. This deposit is refundable when the student leaves the school.

- **TRIPS / ACTIVITIES**  
Some enrichment programs or CCA's carry additional costs for tuition or transportation. Field trips or residential trips may also require an additional payment.

## FEE ADMINISTRATION

1. All payments are to be made to **Suzhou Singapore International School**. We accept payment by cash or wire transfer to our USD or RMB account. The payer will bear all bank charges.

### **A. In US Dollars (T/T (from a bank outside of China))**

Payee: Suzhou Singapore International School  
Account No: 546 002 468 000 007 5  
Intermediary Bank: Bank of New York, New York, USA  
Swift Code: IRVTUS3N  
Beneficiary Bank Name: DBS Bank (Hong Kong) Limited Suzhou Branch  
Swift: DBSSCNSU

### **B. In RMB**

Payee: Suzhou Singapore International School  
Account No: 89040154800000173  
Bank Name: Shanghai Pudong Development Bank, Suzhou Industrial Park Branch  
Bank Address: 163 Xinhai Street, Suzhou 215021, China

(Please fax bank remittance form with student's full passport name and invoice no. to our Finance Office at 0512-62588547).

### **C. In Cash**

US dollars or RMB can be paid in cash directly to the school finance office.

## Terms and Conditions - Fee Payments and Deposits

### SCHOOL FEES

1. All fees must be paid by the due date as stated in the invoice. **Students will not be allowed to attend classes if fees and the deposit are not paid.**
2. Transportation Fees are charged to those students who ride the bus and are determined by location.
3. Technology Fees apply for Students in grades 6 – 10 who are required to have an Apple laptop computer. In addition, there will be an annual fee to cover the cost of updating software.
4. All fees except the Registration Fee and Deposit will be invoiced on a prorated basis for students who enroll after the commencement of a semester.
5. IB Diploma exam fees are payable to the IBO and will be invoiced to the parents of IB DP candidate students. The cost is determined as a per subject fee.
6. Reports, academic transcripts, letters of recommendation and/or other information and documents concerning the student will only be released when all outstanding fees and payments are settled.
7. Once the student is accepted by the School, refunds both for transportation and tuition fees, are given as follows:
  - For attendance of not more than ten (10) school days in a semester, the school will refund 25% of that semester's school fee after deducting the 10,000 RMB deposit.
  - For attendance of more than ten (10) school days but less than twenty-five (25) days in a semester, the school will refund 50% of that semester's school fee
  - For attendance of more than twenty-five days in a semester, the school fee will not be refunded.
  - Students who are absent-school fees will NOT be refunded if a student is absent and intends to return to SSIS, within the same academic year.

### REFUNDABLE DEPOSITS – Registration and Library/textbooks

1. The Deposits will only be refunded when the following process is adhered to:
  - (a) Leaver's and Clearance Forms are collected from the Admissions Office
  - (b) The Leaver's Form is filled out, signed and dated by a parent, then submitted by hand to the Admissions; Any other type of withdrawal notices, verbal or written will not be accepted.

- (c) Return all textbooks, library books and materials to refund the library textbook deposit of RMB500.
- (d) The RMB 10,000 Deposit may, at the School's sole discretion, be used to pay or to off-set against any monies due and owing to the school, or to pay for any damages to the School's property or for books and materials not returned;
- (e) Complete the Clearance Form and have it signed by the Homeroom Teacher, Head of Grade, if student is enrolled in the Secondary Division, Division Principal and submit to the Finance Office.
- (f) Provide proof of deposit – the deposit receipt issued by the Accounts Department on enrollment.
- (g) For a student who is accepted by SSIS and leaves within the same semester the 10,000 RMB deposit will not be refunded unless the leaving date was already disclosed on the application and short term arrangements had been approved in advance.

2. The quantum of the deposit refund will be computed in accordance to the following due dates:

Not Returning for	Leaver's Form Received by School	Deposit Refund
The Second Semester	On or before December 1	100%
	On December 2 and until Second Semester	50%
	From start of Second Semester	0%
The First Semester	On or before June 1	100%
	On June 2 and until start of First Semester	50%
	From start of First Semester	0%

3. Deposits not claimed within six (6) months from the student's last day of school will be treated as a donation to the School's development fund.

### **RE-APPLICANTS**

Re-applicants to the School will be subject to all prevailing admissions requirements, fee and policy changes. Re-applicants are students who leave SSIS and subsequently return.

### **UNDERTAKING**

The student, parent(s) and guardian agree that the student will at all times adopt and comply with all rules, regulations and policies which the School may adopt from time to time. The School reserves the right to amend school policy without prior notice.