



PAYMENT OF SCHOOL FEES POLICY

REVIEWED: March 31, 2020

AMENDED: April 6, 2020

APPROVED: January 22, 2007

POLICY

The International School of Macao is a not-for-profit school and its operating costs are derived from tuition fees. Please read this section carefully as it details the fees charged during the application and assessment stage, as well as enrollment and annual tuition fees. Fees are reviewed annually and set by the school's Board of Governors in late spring for the following year. School fees must be paid promptly in accordance with communicated payment terms in order for students to retain their enrolment status in the school.

GUIDELINES

A tuition fee deposit of 5% is required for new students at the time of acceptance and for re-enrolment of returning students. Registration will only be completed after the school has received the tuition fee deposit. Annual tuition fees are invoiced in two installments (see schedule below).

1. The Board of Governors will determine all fees for each school year.
2. Parents may pay fees all at once or by term.
3. Parents electing to pay by term must follow the Term Fee Schedule as set out below.

TUITION FEE SCHEDULE:

| Fee Invoice | Invoice Date | Due Date |
|--------------------|---------------------|-----------------|
| Deposit | April 1st | April 30th |
| 1st Term | June 1st | June 30th |
| 2nd Term | January 1st | January 31st |

4. Discounts for siblings will be applied to the overall fee amount.



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5. Government subventions for Macau ID holders will be applied to the next fee invoice levied after confirmation of qualification from the government. The School will register all applicable students for subventions from the Macao government.

6. If invoiced fees are not paid before the due date, the principal, or designate, may accept another student for the unpaid school place and put the late paying student on the waiting list for an available seat.

7. If invoiced fees are not paid before the due date, the principal or his designate may reject the student's attendance of classes.

8. For administrative efficiency, parents may make fee payments using one of the following methods:

- BCM Bank deposit/transfer payment;
- In-school payment by VISA, cheque or cash;
- Online payment using Bank of China.

9. It is recognized that there may be certain cases where extenuating circumstances would warrant the School providing payment relief to parents on a case-by-case basis. For more information, please contact a staff member in the Admissions department.

OTHER COSTS

Other education related costs on top of tuition may include but are not limited to: compulsory school uniforms, some field trips and student activities, lunches (optional), school bus (optional), some educational resources and materials.

APPLICATION AND ASSESSMENT FEE

Please note the application fees are non-refundable and non-transferable. The application and assessment fee covers the following services:

- Online/paper application processing,
- Review and screening of application information and documents,
- Standardized test and interview materials based on Canadian curriculum standard, and
- One-on-one or group admission assessment and interview.



WITHDRAWAL POLICY

Withdrawals are processed by the Admissions Office. Parents are required to contact the Admissions Office to obtain the withdrawal form and discuss withdrawal procedures.

Withdrawal During the Course of the School Year

1. Parents must provide the Admissions Office with written notice of withdrawal, including the effective date of withdrawal.
2. Parents are required to return all applicable school materials before their child's last day of school.
3. No school report or transcript will be provided if school fees remain unpaid.

Refunding of School Fees

If the school fees have been paid up to the current period, the school will process a refund according to the following:

- If the withdrawal date is from the 1st to 15th of the month, the school will refund the half month plus other months paid.
 - For example, if a student withdraws from the school on February 5th; the calculation of fee refund is for half of February, plus March to June.
- If the withdrawal date is from the 16th to the end of the month; the school will refund starting from the next month
 - For example, if a student withdraws from the school on February 16th; the calculation of fee refund is for March to June.

PAYMENT OF FEES AND OVERDUE

- The school may have the right not to reserve a seat for a student if all the relevant fees have not been paid in full before the due date.
- Students will not be allowed to attend classes if tuition fees are not paid. The school reserves the right to revise the school fees at any time at its sole discretion.
- A late payment fee of \$500MOP may be charged if the unpaid fees are due more than 10 days.