

## Refund Policy (退款规定)

The following fees are *not refundable in any case*.

- Application Fee (only for applicants)
- Registration Deposit (for new students)
- Re-enrollment Deposit (for returning students, before semester begins)
- The Entrance Fee (only applicable to new students)
- The Boarding Entrance Fee (only applicable to new boarding students)
- Refund is not permitted if school is closed due to Force Majeure.
- School Bus Fee is not refundable after the Semester begins

The following Fees are only refundable in accordance with the school Refund Policy and Schedule below. The refundable amount is calculated on the semester basis unless stated otherwise. The request for withdrawal or change of status should be made *in writing* and submitted to the school as follows:

- Application for withdrawal : at least 10 weeks before the date of withdrawal
- Change of Boarding status : at least 10 weeks before change of status
- School bus service cancellation : before the semester begins

\*The Refund Schedule table is applicable only after the written request is submitted.

下列项目在任何情况下都不可退款。

- 新生申请费
- 学费定金
- 再注册定金
- 新生入学费
- 宿舍登记费
- 因不可抗力因素导致停课/学校停办时不予退款
- 校车费在学期开始后不可退款

以下费用只在退款政策和时间表规定范围内可退。 退费金额按学期计算，除非另作说明。退学申请和住宿 / 校车需求状态更改需按照下方要求向学校提交 **书面** 申请：

- 退学申请： 至少在退学执行日期前10周提交
- 住宿状态更改： 至少在更改住宿状态执行日期前10周提交
- 取消校车服务： 在学期开始前

\*下方表格适用于书面申请书上记载的日期。

### Tuition Fee and Boarding Fee (semester basis) 学年学费/ 住宿费（学期标准）

#### 2022-2023 AY refund schedule and refundable fees (学年退款时间表和可退款项目)

DIVISION (时间)		TUITION FEE (学费) & BOARDING FEE (住宿费)		SCHOOL BUS FEE (校车费用)
Before the semester begins (学期开始前)  1st: ~ 2022.08.15  2nd: ~ 2023.01.29	10 weeks before (10周前) Full refund			Full refund
	If requested before	1st semester	~ 2022.06.06	
		2nd semester	~ 2022.11.20	
	6 weeks before (6周前) 80% refund			
	If requested between	1st semester	2022.06.07 ~ 2022.07.04	
		2nd semester	2022.11.21 ~ 2022.12.18	
	Within 6 weeks before (6周以内) 60% refund			
	If requested between	1st semester	2022.07.05 ~ 2022.08.15	
2nd semester		2022.12.19 ~ 2023.01.29		
After the semester begins (学期开始后)  1st: 2022.08.16~  2nd: 2023.01.30~	Within 30 days (30日以内) 40% refund			No refund
	last day of attendance	1st semester	2022.08.16 ~ 2022.09.14	
		2nd semester	2023.01.30 ~ 2023.02.28	
	Within 60 days (60日以内) 20% refund			
	last day of attendance	1st semester	2022.09.15 ~ 2022.10.14	
		2nd semester	2023.03.01 ~ 2023.03.30	
	After 60 days (60日以后) No refund			
	last day of attendance	1st semester	2022.10.15 ~	
2nd semester		2023.03.31 ~		