

## Payment and Refund Policy

The following **Payment and Refund Policy** applies to all fees collected by the School. This policy aims to provide clear and essential information to families and/or other entities about all fees for the School. Unless otherwise stated all fees are non-refundable, non-transferable, and will not be prorated by day. In addition, academic documents will be withheld until all outstanding fees are settled. Families having problems in tuition payment must contact the Accounts Office. Students are required to remain at home until all outstanding fees are settled or arrangements made with the school.

### Application Fee

- The Application Fee is HK\$1,000 and is payable upon application submission.
- Payment of the Application Fee is required before an application can be reviewed.
- Payment of the Application Fee does not guarantee an interview or that a student will be offered a seat in DSC. An application can be denied based on review of submitted documentation and available assessment material/results.
- Payment can be made by approved online payment method or bank transfer (all bank/finance charges must be covered by the payer).
- The Application Fee is non-refundable and non-transferable.

### DSC Laptop Ownership Programs

- All students in grades 4 to 12 are required to bring a laptop to school.
- The DSC Laptop Ownership Program is an optional program for all students enrolled in grades 4 to 12. This program offers onsite support and maintenance.
- Students may purchase a laptop through the program or bring in their own laptop.
- All program hardware or replacement issues must be raised with the external program vendor (Helix).
- Payment for the laptop will be made directly to the program vendor (Helix) and falls under their payment and refund policy.
- DSC does not collect any fees or service fees for the optional Laptop Program.

### English as a Second Language (ESL) Program (Grades 1 to 8)

- The ESL Program is an optional program provided to assist students in learning and improving their basic English language skills. The aim of the ESL Program is to provide instruction and additional support for students whose limited English experience may limit them from participating fully in the regular class curriculum.
- Students are not required to join the ESL Program to enter DSC International School.
- Parents may withdraw their children from the program at any time.
- All students enrolled in the ESL Program will be required to pay the ESL Program fee.
- The ESL program Fee is non-refundable, non-transferable and cannot be prorated or discounted.

### Exam Invigilation

- The School can invigilate exams for overseas schools at a charge of HK\$1,500 per hour/per student.
- The invigilation can only take place during regular office hours.
- All invigilation of exams will be conducted by a member of the Admissions Team.

- This is an optional service provided to families who need exam invigilation for enrolment into another international school.

### **Experiential Learning Week (ELW)**

- All students in grades 4 to 12 will participate in Experiential Learning. Each year there are a variety of day activities in Hong Kong as well as outbound trips. Program activity details, program fees and application deadlines are outlined in the program brochure, which will be sent out by email to all families prior to ELW registration.
- Program fees are due upon program application and are non-transferable, non-refundable, except when an activity cancelled by the school or provider.
- Students must be attending DSC at the time of the trip/program to attend.
- Program Fees will not be refunded for students who are suspended, expelled or excluded from ELW for infractions of School rules.
- Students or parents who accidentally enrol in multiple ELW experiences may request a refund. If granted, a 5% service/banking fee will be deducted from the amount refunded.

### **Field Trips, Extracurricular Activities and On-Site Special Events**

- These optional activities enrich the curriculum and provide learning opportunities outside the classroom.
- Activity fees are due upon activity enrolment and are non-transferable, non-refundable, except activity/event cancelled by the School.
- Students must be attending DSC at the time of the trip/program to attend.
- Activity fees will not be refunded for students who are suspended, expelled or excluded from the activity for infractions of School rules.

### **Grade 1 to 12 and IL Program Workbook and Consumables**

- Families are not required to purchase workbooks or student consumables from the school. A list resources with International Standard Book Numbers (ISBN) is provided for all grades so families have the opportunity to purchase the items from any vendor.
- Parents may purchase the items elsewhere or use old copies previous used by DSC students.
- Workbooks and consumables may be purchased from the DSC Account's Officer.
- Once sold and used books, workbooks and consumables cannot be returned.
- A re-shelving service fee of 5% will be deducted from the amount paid for books returned unused and purchased accidentally.

### **Graduation Event Fee**

- The optional Graduation Event Fee for PG1, Grade 6 and Grade 12 is non-refundable and non-transferable.
- The fee is paid by January, June and August graduates.
- August graduates are eligible to attend the next commencement in June of the following year.
- Students who do not attend any of the events do not need to pay this fee to graduate.

### **OSSLT (Ontario Secondary School Literacy Test)**

- This is a mandatory fee linked to graduation requirements.
- The fee for the Ontario Secondary School Literacy Test is paid by students eligible to take the test.
- Students who need to re-take the test must pay the fee again for each attempt.
- The fee includes the exam invigilation, exam cost, and exam preparation.

### **School Uniform and Accessories**

- All students attending DSC International School are required to wear a School uniform.
- Details about the School uniform can be found in the Student and Parent Handbook.
- Uniforms may be purchased at the School Uniform Shop. Payment may be made in cash or EPS.
- Uniforms items may be exchanged within 7 days from the date of purchase if they do not fit.
- An original purchase receipt is required for exchange.
- Items will not be exchanged if used, washed, or the labels have been removed.
- Due to health and hygiene reasons, the DSC Sport Bottle is not returnable. The family must check the product during the purchase.
- DSC Sport Bottle can only be exchanged due to product defects within 7 days. The exchanged bottle, with the original packing, must not be used and the original purchase receipt is also required for exchange.
- Discounted items cannot be returned or exchanged.

### **Summer School**

- DSC International School offers Summer School courses to students from Grade 1 through Grade 12.
- A minimum of 7 students is required for each course.
- Brochures outlining all courses offered and fee schedule will be available in the School offices and will be posted on the School web site, [www.dsc.edu.hk](http://www.dsc.edu.hk), by March 1 of the current academic year.
- The course fees will be refunded in full if a course is cancelled because enrolment did not meet the minimum enrolment.
- The fee is non-refundable and non-transferable.

### **Team Uniforms**

- Team uniforms are purchased by the members of the team when joining the team.
- Students are permitted to wear the same uniform in multiple years.
- Each team has its own uniform design and style to match league requirements. Students on multiple teams must purchase a uniform for each team.

### **Textbooks**

- The sale of textbooks is an optional program provided as a service to families who wish to have their own personal set of textbooks. Parents/Guardians who wish to purchase the textbooks may do so at the School Office, from past students, or other sources.
- Once purchased and used by the students, textbooks cannot be returned.

### **Textbook Loan Program Deposit**

- The School provides textbooks to all students in Grade 1 to Grade 12.
- The textbook deposit of HK\$1,000 is compulsory for each new student and this fee is collected as part of the admission process.
- The deposit is refundable when a student withdraws from the school or graduates from grade 12 and returns the textbooks in good condition.
- Students will be responsible for keeping the loaned textbooks neat and tidy. The cost of damaged or lost textbooks will be paid by parents/guardians or deducted from the deposit.

### **Tuition Deposit**

- Newly admitted students must pay a pre-registration deposit equal to one month's tuition plus the September/ first month's tuition fee.
- Families who request that their child be placed on a waitlist for September must pay the Tuition Deposit as a Seat Reservation Fee. This deposit can be refunded only if no place becomes available before September. The payment is non-refundable if the application is withdrawn or if the student does not join DSC when seats are available.
- The Tuition Deposit is refundable upon graduation or with the submission of a Student Withdrawal Form to the School 30 days in advance of the last day of attendance or by May 31 for the upcoming school year.
- For student's withdrawal between June 1 and August 30, a Student Withdrawal Form or a formal indication by mail/email of not returning must be submitted to the School on or before May 31. The tuition deposit will not be returned if notice is not received prior to May 31.
- If a family pre-registers for the next school year and withdraws after May 31 of the current year the Tuition Deposit is non-refundable.

### **Tuition Fee**

- The annual tuition fee is paid monthly in 10 equal instalments as noted on the school's fee certificate.
- The School requires all families to use the autopay facilities of a Hong Kong major bank. With the approval from the Head of School, this fee can be paid in cash, EPS, cheque or other electronic payment methods at the Head Office Accounts counter.
- Students entering the School on a student visa are required to pay the first two (2) months of tuition fees in advance. This fee is non-refundable and non-transferable.
- A student entering in the middle of a month must pay the fees for the entire month.
- For newly admitted students, the September/ first month's tuition fee serves as a seat reservation fee and is non-refundable if the student will not join DSC.
- Families will be contacted if payment of tuition is not made. The student of the family that falls more than two months behind on payments will be asked to stay home until their outstanding account has been settled or withdrawn from the school. If a student withdraws from the school, the Tuition Deposit will be used to offset overdue accounts.
- Families must give one month's notice prior to withdrawing or pay one month's fees in lieu of notice.
- This fee is non-refundable and non-transferable.

### **Administrative Fee and Late Payment Fee**

- All Tuition Payments must be made on time. The School will charge a monthly 2.5% administrative late payment fee to outstanding Tuition Payments

### **Please note:**

- In the event of an EDB mandate to suspend on-campus/face-to-face learning, suspension of onsite learning due to weather conditions, conditions that render the campus unfit, or suspension of classes because of a force majeure situation, DSC may implement asynchronous and synchronous online learning. Fees will not be refunded or discounted or prorated and the school year will not be extended.
- Unless otherwise stated, all fees are non-refundable and non-transferable and non-interest bearing.
- All fees paid to the School must be net of any local and foreign bank charge and all these charges must be borne by the payer.
- There will be no bank charge for the refund of tuition and textbook deposit or any other fees to local bank account. The recipient is required to be responsible for all overseas bank charge for any refund if the bank account is outside Hong Kong.