

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 with tuition payment must contact the Accounts Office. Students with an outstanding balance of two months are required to remain at home until all outstanding fees are settled or arrangements made with the school.

Application Fee

- 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 or that the application process will continue to the interview stage.
- The Application Fee is \$1000.00 and is payable upon application submission.
- Payment can be made by approved online payment method of bank transfer (all bank/finance charges must be covered by the payer).
- The fee is non-refundable and non-transferable.

DSC Laptop Ownership Programs

- The DSC Laptop Ownership Program is an optional program for all students enrolled in Grades 4 to 12.
- Students may purchase through the program or bring in their own laptop.
- All payment and program purchase or hardware replacement issues must be raised with the program Vendor (Helix).
- Payment will be made directly to the program Vendor (Helix) and is non-refundable and non-transferable.
- The fee is non-refundable and non-transferable.

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 for students whose limited English experience may limit them from participating fully in the regular class program.
- 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.
- 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 as a result of a force majeure situation, DSC may implement online learning when appropriate.

- ESL Fee will not be refunded or discounted or prorated by day and the school year will not be extended.

Exam Invigilation

- The school can invigilate exams for overseas schools at a charge of \$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.

Experiential Learning Week

- All students in Grades 4 to 12 will participate in Experiential Learning Week. There are a variety of activities. Program activity details, program fees and application deadlines are outlined in the electronic program brochure, which will be sent out by email.
- Program Fees will not be refunded for students who are suspended, expelled or excluded from Experiential Learning Week for infractions of School rules.
- Program fees are due upon application and are non-transferable, non-refundable, except activity cancelled by the school or provider.
- Students must be attending DSC at the time of the trip/program in order to take part.
- Students or parents who accidentally enroll in multiple ELW experiences may request a refund. If granted, a 5% service fee will be deducted from the amount paid to the school.

Field Trips, Extracurricular Activities and On-Site Special Events

- These activities enrich the curriculum and provide learning opportunities outside the classroom.
- Activity fees are due upon application and are non-transferable, non-refundable, except activity/event cancelled by the School.
- 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 their workbooks and consumables from the school. Parents may purchase the items elsewhere or used old copies previous used by DSC students.
- Workbooks and consumables may be purchased from the Accounts Counter.
- Once sold and used books, workbooks and consumables cannot be returned.
- A reshelving 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.

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.

School Uniform

- 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.
- Uniform items may be exchanged within 7 days from the date of purchase if they do not fit.
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- Original purchase receipt is required for exchange.
- Items will not be exchanged if used, washed, or the labels have been removed.
- 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 the fee schedule will be available in the School offices and will be posted on the School website, 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 enrollment did not meet the minimum enrollment.
- The fee is non-refundable and non-transferable.

Team Uniforms

- Team uniforms are purchased by the members of the team when joining the 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/Head 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 \$1,000.00 is compulsory for each student and this fee is collected as part of the admission process.
- The deposit is refundable when a student withdraws from the School 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 must pay a pre-registration deposit equal to one month's tuition plus the September / first month's tuition fee.
- Students placed on a waitlist for September must pay a pre-registration deposit equal to one month's tuition. This deposit can be refunded only if no place becomes available before September. The payment is non-refundable if the application is withdrawn.
- 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 during the current school year or by May 31 for student's withdrawal over the summer and not retuning for the next school year.
- 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 on a monthly basis. 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.
- Families will be contacted if payment of tuition is not made. The student of a family that falls more than two months behind on payments will be asked to stay home until their outstanding account has been settled or withdraw 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.
- In the event of an EDB mandate to suspend on-campus/face-to-face learning, suspension of onsite learning due to weather conditions or conditions that render the campus unfit, or suspension of classes as a result of a force majeure situation, DSC may implement online learning when appropriate. Fees will not be refunded or discounted and the school year will not be extended.

Administrative Fee and Late Payment Fee

- In addition to any bank charge, an administrative fee of \$100 will be charged for any refund other than tuition deposit, textbook deposit, or as approved by the Head of School, including mistaken payment to the School.
- All Tuition Payments must be made on time. The School will charge a 2.5% administrative late payment fee to outstanding Tuition Payments.

Please note:

- 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 charges, 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.
- In the event of an EDB mandate to suspend on-campus/face-to-face learning, suspension of onsite learning due to weather conditions or conditions that render the campus unfit, or suspension of classes as a result of a force majeure situation, DSC will implement online learning when appropriate. Fees will not be refunded or discounted or prorated by day and the school year will not be extended.