



BEIJING INTERNATIONAL  
BILINGUAL ACADEMY  
海嘉国际双语学校



## Withdrawals and Refund Policy 转、退学及退费 政策与规定

### 退费须知

1. 转、退学学生须来校办理相关手续并以书面形式通知学校招生办公室（未入学学生）或者学部行政办公室（在校学生），并填写完整的《退学申请表》和《学生转出手续表》。
2. 书面申请上须注明转、退学的原因。在校生的《学生转出手续表》须由学校各部门签字确认后，学校财务部方予以受理退费申请。
3. 学生须归还借用学校的所有书籍和物品。由于遗失或损坏等因素，未能归还的学校书籍和物品，将按标价计算赔偿或收取补偿费用。
4. 正常情况下，餐费、校车费的退费周期为校方正式受理退费申请之日起20个工作日内。如遇特殊情况，需额外延长，校方将提前告知家长并说明情况。
5. 学生在校期间因触犯国家法律法规及严重违反校规校纪等原因被学校作开除处分的，所有已交费用均不退还。
6. 由于自然灾害、传染病等不可抗力因素导致的校园不能正常运营，将不予退还任何费用。

### 退费明细

1. 学生因故缺勤、请病事假，学费、校车费不予退费。
2. 午餐、间点按日计算收费，但要求退费需提前5个工作日以书面形式提交申请至中心办公室。
3. 校车费按学期计算退费。
4. 6月15日至开学注册日之前，申请退学的家庭应承担以下退费政策中相应比例的学位空置补偿金。
5. 新生和返校生的学费退费均参考以下表格中的退费政策办理：

退费申请日期	学费退费额度
2018年6月15日之前 / 2018年12月30日之前	100%
注册日之前（以2018-2019年校历为准）	90%
开学一个月之内	70%
开学二个月之内	50%
开学二个月之后不退还任何费用	

备注：由财务部统一安排学费退费日期。

本人已仔细阅读过学校《转、退学及退费政策与规定》，完全理解并同意接受学校关于转、退学及退费的相关政策与规定。

学生姓名（正楷书写）：\_\_\_\_\_ 申请年级：\_\_\_\_\_

家长签名：\_\_\_\_\_ 日期：\_\_\_\_\_



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### Refund Notice

1. For withdrawal of students from school before starting school, please come to school and notify the Admissions Office in writing and complete the School Fees Refund Form. For withdrawal of students from school during the school year, please notify the respective department office in writing and complete the School Fees Refund Form and the Student Withdrawal Form.
2. No refund will be given unless a written letter, explaining the reasons for withdrawal is given to the respective department office and the Student Withdrawal Form is signed by all the relevant departments.
3. All school books and supplies should be returned before the student leaves. Students will have to pay for any missing books and supplies at purchased price.
4. Normally it will take 20 working days to process lunch fee and/or school bus fee refund application. The school will notify parents in advance if additional time is required or if any other special circumstances apply.
5. No refund can be given for withdrawal due to violation of Chinese laws or regulations and serious violation of school rules.
6. No refund can be given for withdrawal due to Force majeure, student health issues or personal reasons.

### Refund Details

1. Tuition Fee or school bus fees are not calculated pro rata by month or day. These fees are non-refundable if any absence occurs.
2. Refunds will be provided for cancellation of lunch and/or snack service, provided written notice to the Central Office 5 working days in advance.
3. School bus fee refunds may be provided by semester pro rata.
4. Between June 15 and Orientation Day, not include Orientation Day, parents who apply for withdrawal should undertake compensation per following School Fees Refund Schedule.
5. School Fees Refund Schedule:

Date of Withdrawal Application ( in writing )	Refund of Tuition Fee
Before June15th,2018/ Dec. 30th ,2018	100%
Before Orientation Day(based on 2018-2019 school year calendar )	90%
Within 1 month of school	70%
Within 2 month of school	50%
There is no refund after 2 month of school	

Note: The Finance Office will unify the date of refund.

**I have read carefully, understand and accept the Withdrawals and Refund Policy above.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_