



PAYMENT OF SCHOOL FEES POLICY

REVIEWED: March 31, 2020

AMENDED: January 11, 2024

APPROVED: January 28, 2024

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 outlines 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 instalments (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 FOR EACH ACADEMIC YEAR:

Fee Invoice	Invoice Date	Due Date
Deposit (for Sept. start)	April 1st	April 30th
1st Term (for Sept. start)	June 1st	June 30th
2nd Term	January 1st	January 31st

4. Discounts for siblings will be applied to the overall fee amount.
5. Government subventions for Macau ID holders will be applied to the next fee invoice



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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 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/FEEES

Other education related costs, in addition to tuition, may include but are not limited to: compulsory school uniforms, some field trips and student activities, lunches (optional), school bus (optional), one on one support (if needed), Experience Week (G4-12), some educational resources and materials.

The school reserves the right to revise the other costs and fees at any time at its sole discretion.

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,
- Standardised test and interview materials based on Canadian curriculum standard
- 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.

1. Withdrawal Before the School Year

Parents have the option to inform the school before August 15th whether their child will continue enrollment for the upcoming academic year. In the case of withdrawal prior to August 15, they may be eligible for a tuition refund; however, an administrative charge of 10% on the one term tuition will be applied.

2. Withdrawal During the Course of the School Year

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

3. Refund of School Fees

This school will adhere to a non-refundable tuition policy for students withdrawing after August 15.

Exceptions to this policy may be considered on a case-by-case basis, taking into account exceptional circumstances. Individuals who wish to request a refund must submit a formal request to the Head of School. The decision to grant a refund will be based on the individual case and will be at the sole discretion of the school.

PAYMENT OF FEES AND OVERDUE PAYMENTS

- 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.
- A late payment fee of \$1,000MOP may be charged if the unpaid fees are overdue by more than 10 calendar days.