

横琴粤澳深度合作区哈罗礼德学校收、退费制度

FEES SETTING, COLLECTION AND REFUND POLICY FOR HARROW HENGQIN

1.	目的 Purpose	- 1 -
2.	收费原则 Principles	- 1 -
3.	收费项目 Fees Structure	- 2 -
4.	收费方式 Collection	- 6 -
5.	退费规定 Refund.....	- 7 -

1.目的 Purpose

为了维护学校和学生的合法权益、规范学校收费行为，根据广东省和珠海市有关收费政策规定，特制定以下收费和退费管理制度。

The purpose of this policy is to outline the principles of fees setting, collection and refund following relevant charging policies and regulations of Guangdong Province and Zhuhai City and safeguard rights and interests of the school and students.

2.收费原则 Principles

- 2.1 根据国家有关标准，严格执行省、市、区物价局、发改委、教育局有关的收费项目、收费标准的规定。

School shall ensure that school fees comply with laws and regulations from government authority (e.g., Education Bureau ("EDB") and Pricing Bureau).

- 2.2 严格执行收支两条线，做到收费合法、支出规范。

School shall ensure revenue and expenditure are recorded separately, school fee setting legally, control expenditure based on the standard procedure.

- 2.3 严格执行收费公示制度，及时向社会公示收费依据、收费项目、收费标准等相关内容，提高收费行为透明度。

Strictly implement the charging publicity system, timely publicize the charging basis, charging items, charging standards and other relevant contents to the society, and improve the transparency of charging behavior.

- 2.4 财务部负责学校所有费用的收费工作，班级和个人不准擅自向家长收取任何费用，违者必究。

All school fees will be notified and collected by the finance department. Classes

and individuals are not allowed to charge any fees from parents without authorization. Violators will be prosecuted.

3. 收费项目 Fees Structure

收费项目包含学费、住宿费、服务性收费和代收费四项。

"Fee" and "Fees" include each of the following charges where applicable: Tuition Fee, Boarding Fee, Extras Service Fee, and Other Fees and Charges.

3.1 学费 Tuition Fee

3.1.1 学费标准经政府有关部门审批，遵循义务教育小学阶段学费统一价格的规定。

Tuition fee shall be approved by relevant government authorities, using the flat charge for all grades in primary school.

3.1.2 学费收取遵循“新生新办法，老生老办法”原则，对同一学校同一年级的学生不得实行不同的收费标准。

Tuition fee setting follows the principle of "new method for new students, old method for existing students", no different fees shall be charged for students of the same grade in the same school.

3.1.3 学校可以按学期或学年收费，但不得跨学年收费。

Tuition fee can be charged termly or annually, but not allowed to collect in advance for next academic year.

3.1.4 具体的学费标准以学校公示的相关信息为依据。

The specific tuition fee standards are published by school.

3.1.5 插班生在学校愿意接收的情况下，根据学期剩余天数和该学期的学费标准，按比例收取学费。学期剩余天数以学校的校历为计算依据。

If school is willing to accept the students who joined in the middle of the semester, the tuition fee will be charged on a pro rata basis, depending on the remaining days of the semester and the tuition fee standard of the semester. The remaining days of the semester are based on school calendar.

3.1.6 亲兄弟姐妹学费折扣 Sibling Discount

亲兄弟姐妹学费折扣按以下标准享受

A sibling discount will be offered based on below criteria:

一孩 1 st Child	没有折扣 No Discount
二孩 2 nd Child*	5%折扣 5% discount
三孩 3 rd Child *	10%折扣 10% discount
四孩及以上 4 th and subsequent children*	15%折扣 15% discount

*亲兄弟姐妹学费折扣适用于亲兄弟姐妹同时都在哈罗礼德学校就读的学生，折扣适用于第二名和随后的兄弟姐妹。如果亲兄弟姐妹某人在珠海哈罗礼德学校就读，与此同时某人在珠海香洲哈罗小狮就读，该政策同样适用在珠海香洲哈罗小狮就读的亲兄弟姐妹。

*The discount will be applied for siblings who are in the school at the same time. The discount is applied to the second and subsequent sibling(s) in the order of birth. If one of the siblings is studying at HILA Zhuhai, another sibling is studying at HLL Zhuhai Xiangzhou, the sibling discount also applies to the sibling who is studying at HLL Zhuhai Xiangzhou.

3.2 住宿费 Boarding Fee

关于学校的寄宿费和相关政策，请参考寄宿费价格表，家长可以向招生部索取上述文件。

For information on the fees and policies related to the school's boarding for students, please refer to the separate Fee Structure for boarding. Parents can obtain a copy from the Admissions Office.

3.3 服务性收费及代收费 Extras Service Fee and Other Fees and Charges

学校收取的服务性收费和代收费，遵循“学生自愿、据实收取、不得盈利，及时结算、定期公布”的原则。服务费收费包含餐费和校车费。

Extras service fee and other fees and charges are under the principle of "Students voluntarily, collect according to the facts, not for profit, timely settlement, regularly published ". It includes meal and school bus fee.

3.3.1 服务性收费 Extras Service Fee

3.3.1a 餐费 Meal

- a) 住宿生的餐费已包含在住宿费用中，学生可直接前往餐厅就餐。

Boarders: Meal fee is included in boarding fee, boarders shall have meal directly.

- b) 走读生：家长在每学期开学前预交一学期的餐费，每学期的餐费按照学费学年校历计算。具体餐费标准和充值流程参考《走读生餐费标准及充值指引》。

Day students: At the beginning of each semester, parents shall pay for the whole semester in advance. And the meal plan will be counted according to the school calendar. For more details, please refer to "Meal Fee Standard and Recharge Guide for Day Students".

3.3.1b 校车费 School Bus Fee

学校为需要校车接送的学生提供校车接送服务。单程的收费与往返收费

相同。学校按学期收取校车费用，具体收费标准以校车协议为准。

The school provides a transportation service for those students who require the school bus to collect and take back home. One-way bus riders are charged at the same amount as round-trip bus riders. School shall charge school bus fee termly and the specific standard is subjected to school bus agreement.

3.3.2 代收费 Other Fees and Charges

代收费将按实际收取，包含但不限于以下项目。可由家长直接支付给服务供应商，或者由学校代为收取。

Other fees and charges will be charged on actual basis, including but not limited to the following items. They will be either paid directly to services vendor by parents or received on behalf by School.

3.3.2a 校服费 Uniforms

学校不直接收取校服费用，家长根据需要直接向校服公司购买。学校仅在开学时提供夏季和冬季制服和游戏套装、运动帽、围巾和书包的全套清单。Students purchase uniforms from uniform company directly. School only provides list of full sets at the commencement of each academic year, which includes summer uniforms, winter uniforms, games kit, sport cap, scarf and school bag.

3.3.2b 其他代收费项目 Other Fees and Charges

其他代收费项目根据实际情况据实收取。

Other fees and charges shall be charged on actual basis.

3.3.3 插班生或学期中费用计算 Fees for the student who join in the middle of the

semester or fees charge in the middle of the semester

3.3.4a 插班生或因病等原因休学期满继续学习的学生，按随读年级标准收取学费，不得重复收费。插班生的学费按学期校历日折算，按比例收取学费。

Students who join in the middle of the semester or continue their studies due to illness or other reasons will be charged the tuition fee according to the standard of the same grade and shall not be charged twice. The school fees the students who join in the middle of the semester will be charged according to the school calendar day of the semester in proportion.

3.3.4b 对于学期中途决定住宿或乘坐校车的情况，住宿费/校车费按学期校校历日折算，按比例收取住宿费/校车费。

For the students who decide to live in boarding house or take school bus, the boarding fee/ school bus fee shall be charged according to the school calendar day of the semester in proportion.

4. 收费方式 Collection

4.1 所有费用均需在账单上的截止日期前足额缴纳。

School fees should be paid in full before due date stated on the invoice.

4.2 家长可以通过手机银行、网银转账或在银行柜台等方式缴付到学校为孩子准备的指定银行付款账号上。

Payment has to be made to a unique beneficiary account number assigned to each student. Parents can choose to pay through mobile banking, online bank transfer or within the branch of a bank.

4.3 为了尽量减少现金处理的风险，减少现金方式收取费用，推荐通过银行转账的方式。如

果不可避免要收到现金，应直接由财务部门收取。

To minimize any risk of cash handling, receipts in cash must be avoided. Receipts through bank transfer are preferred. If any cash receipt is inevitable, such cash payments should be collected by finance department directly.

5.退费规定 Refund

5.1 学费退费 Refund of Tuition Fees

5.1.1 申请退学的学生,需要向招生办公室提出申请。

For withdrawal of students from school, notification needs to be made in writing to the Admissions Office.

5.1.2 在完成退学手续后,持交费凭证和已开具的发票到财务部办理退学手续。已开具发票,请务必退回原始发票。

Upon the completion of refund procedures, tuition fees will only be refund made after the return of the original Official Tax Receipt (Fapiao) and presentation of bank slip as a proof of settlement of tuition fees.

5.1.3 学校严格执行国家有关退费的政策规定。学生休学、退学或经批准转学的,学校在办理相关手续后的5个工作日内按以下规定退还所收费用。

School shall ensure that refund of school fees comply with laws and regulations. If a student suspends, withdraws or approve to transfer, school shall refund fees within 5 working days after completion of the relevant procedures.

5.1.4 学费、住宿费退费计算 Calculation of Refund for Tuition Fee and Boarding Fee

5.1.4a 学生注册缴费后未入读的,学校应退还所缴学费、住宿费的90%。

If the student fails to enroll after registration and payment, the school shall refund 90% of the tuition and boarding fee.

- 5.1.4b 学生在校经批准转学、中途死亡或因病休学、退学的，学费、住宿费按学生实际在校时间清退。清退标准=每学期收费标准÷5×（5-学生实际在校月数），在校时间未满一个月按一个月计算。

If a student has been approved to transfer, dead, suspend or withdraw due to illness. Refunds of tuition fees and boarding fee are calculated on a pro-rata basis, refund amount = charging standard for each semester / 5 months *(5 months less actual month at school), and if less than one month is deemed to be at school for entire month.

- 5.1.4c 学生私自离校和因自身原因被学校按规定开除学籍或因触犯法律、法规不能继续接受教育的，所交学费、住宿费不予清退。

School shall not refund tuition and boarding fee if a student leave school without permission or expelled from school due to his/her own reasons, or unable to continue education due to violation of laws and regulations.

- 5.1.4d 学生在校时间从学校正式上课（含军训）之日起计算。

The actual days at school is calculated from the date of semester starts (including military training).

- 5.1.5 服务性费用退费 Refund of Extras Service Fee

校车费退费计算参考学费、住宿费执行。

The refund calculation of school bus fee, please refer to the refund of tuition fee and boarding fee.

5.1.6 其他退费 Refund of Other Fees and Charges

其他费用指的是除学费、住宿费及服务性费用以外的费用。其他费用的退款将根据具体情况另行约定。

Other fees and charges refer to the fees other than tuition fee, boarding fee and extras services fee. the refund of other fees and charges will be assessed on case by case basis.