



# International Christian School

2019-2020 Fee Schedule  
Elementary - Secondary School  
Pre-Grade One – Grade 12

*Please read both sides carefully*

## Tuition & Fees

**Application Fee** \$1,500

The Application Fee is non-refundable/non-transferrable and non-deferrable. It is applicable to the academic year in which the application is made. If the student is not admitted and reapplies for the following academic year then a new application fee is payable.

Tuition	10 Installments	4 Installments	Total Annual
Elementary (Pre-Grade 1 - Grade 5)	\$12,510	\$31,275	\$125,100
Middle School (Grades 6 - 8)	\$16,570	\$41,425	\$165,700
High School (Grades 9 - 12)	\$16,990	\$42,475	\$169,900

### Bridges Cohort Tuition

Includes tuition and additional costs of specialized personnel, as well as maintaining a low student teacher ratio.

Middle School (Grades 6 - 8)	\$27,280	\$68,200	\$272,800
High School (Grades 9 - 12)	\$27,700	\$69,250	\$277,000

### Reservation Deposit

The Reservation Deposit confirms enrollment of a new student. The amount will be credited against the student's first tuition installment. The fee will be forfeited if for any reason after accepting a place at ICS the applicant decides not to attend.

Elementary (Pre-Grade 1 - Grade 5)	\$12,510
Middle School (Grades 6 - 8)	\$16,570
High School (Grades 9 - 12)	\$16,990

### Bridges Cohort Reservation Deposit

Middle School (Grades 6 - 8)	\$27,280
High School (Grades 9 - 12)	\$27,700

### Debenture Program

The debenture is a one-time, non-interest bearing promissory note issued by ICS. It is not secured by a mortgage or charge on any ICS property or assets. The purpose of the Debenture Program is to raise capital for the long-term financial health of the school. Debenture payment are due within 10 working days of acceptance or prior to attending classes, whichever is earlier. Enquires on debentures may be directed to the Finance Office at [finadm@ics.edu.hk](mailto:finadm@ics.edu.hk).

Departing students under the Transferable Debenture Scheme receive the debenture money after the debenture is transferred to a new student. ICS is the sole and exclusive agent handling transfers. Debenture holders cannot transfer, negotiate or assign the debenture to other families or related parties.

First Child	\$250,000
Second Child	\$180,000
Third Child	\$140,000
No debenture is required for additional children beyond the third child.	

### Book Deposit

The Book Deposit is a one-time payment from Grade 1 and is refundable, minus fees for damage, when books are returned to the school upon withdrawal or graduation.

Elementary	\$1,000
Secondary	\$1,200

### Building Maintenance Fee

\$1,000

The fee is designated for building upkeep and improvements including repairs, painting and future improvements. Billed annually with the first tuition installment of the year.

### Graduation Fee

\$1,000

The Graduation Fee is a one-time payment for Grade 12 students only. It covers the ceremony including gown/hat for students, diplomas, venue, refreshments and other items. Billed with the last tuition installment.

**Late Fee** (Per late tuition payment) \$200

**Returned Check Fee** (Per check) \$200

## Financial Assistance

ICS has the following schemes to provide financial assistance to support families with documented financial needs:

Financial Aid (Applied to tuition only)  
Family Discount (Applied to tuition only)  
1st & 2nd Child - No discount  
3rd Child - 10% on tuition fee  
4th Child - 15% on tuition fee  
Additional Children Increase in 5% increments  
Debenture Relief

1. Financial Aid & Debenture Relief amount are based on a pre-determined matrix and are solely need-based.
2. All Financial Aid and Debenture Relief applications are handled in strict confidence with each application being independently approved by the Finance Committee of the Board of Trustees.
3. All financial assistance application forms with required documents must be submitted by April 15, 2019.
4. Visit the ICS website or contact the Finance Office at 3920 0000 for more information and for all financial assistance applications forms.

## Additional Notes

1. All fees and deposits are in Hong Kong dollars, are non-refundable and non-transferable unless otherwise indicated.
2. Parents are responsible for other optional fees such as school bus travel, lunch, band instrument rental and certain extra-curricular activities.
3. If, after Confirmation of Enrollment, a student does not attend ICS for a continuous period of 2 weeks without approval from the school, the child's school place will be cancelled. All school fees paid will be forfeited and TWO-months tuition will be charged as a withdrawal fee in accordance with the below Withdrawal Policy.

## Withdrawal Policy

By enrolling your child in International Christian School, you are entering an agreement with the school for your child to study and remain a student at ICS for the entire 2019-20 academic year. ICS operates on a fixed budget based on projected enrollment.

The following will be applied should you choose to violate this agreement:

1. If you enroll your child at ICS but for any reason do not complete the first full academic year or re-enroll for the following academic year and subsequently withdraw prior to completing the academic year your child re-enrolled for, you will be charged a withdrawal fee equal to TWO-months full tuition.
2. Tuition is charged by 10 installments and cannot be prorated.
3. Any outstanding fees will be debited before the debenture is refunded. No school records and academic credits will be granted and released until the account is paid in full.
4. If you choose to withdraw your child within 12 months of debenture payment, a handling fee of 15% of the debenture amount will be charged.

To process the transfer of your debenture and the completion of withdrawal, you are required to:

1. Inform the Admissions Office in writing.
2. Submit a completed Withdrawal Form together with the original Debenture Certificate to the Admissions Office.
3. Contact your child's school office for information regarding the necessary checkout procedure and complete checkout accordingly.
4. To facilitate timely processing of grades, student check out procedures and a healthy leaving process, parents are encouraged to provide 30-days written notification.