

Tuition Agreement 2011/2012

School tuition includes the cost of 3e classroom supplies and morning and afternoon snacks provided by the caterer. It does not include after school activity programs, lunch, bus, certain field trips or medical expenses incurred while attending school.

Terms

All application forms must be accompanied by a one-time RMB 1,600 application fee. A place is guaranteed when a required 20% deposit is paid by Mar 21, 2011, based on space availability. Fees can be paid by credit card, bank card, cash, or wire transfer.

3e Early Bird Discount

Nursery students will receive a 3% discount if full annual tuition (including deposit) is paid by Mar 21, 2011. Students from Pre-K and above will receive a 5% discount if full annual tuition (including deposit) is paid by Mar 21, 2011.

Sibling Discount

A 5% sibling enrollment discount is offered to families who send more than one child to 3e in 2011-2012 academic school year. The oldest student pays full tuition; all younger siblings receive a 5% discount on tuition fees. The sibling discount cannot be applied to Nursery fees.

Important Notes

1. Students will **not** be permitted to begin school until all tuition and fees are **paid in full**.
2. The payer bears responsibility for all bank charges and fees incurred. American Express 4%, Visa/ Mastercard 3%, Chinese (Domestic) Bank Card 1%. Receiving bank information for wire transfers can be found on the 3e International School website at www.3eik.com.
3. All tuition and service fees will be pro-rated for students who enroll after the term has begun, depending on space availability. Application fee is not pro-rated.

Application fee (For new students)	RMB 1,600 One time non-refundable fee/ Not applicable to tuition
Placement Deposit	20% of Annual Tuition (non-refundable)

Tuition Fees (RMB)	Payment Method I <i>Tuition must be paid in full by June 17, 2011</i>	Payment Method II <i>Tuition paid by term is subject to a 3% surcharge.</i>	
	Annual Payment	Term 1	Term 2
Grade 1-Grade 3	RMB 142,000	RMB 61,880	RMB 84,381
Kindergarten	RMB 132,800	RMB 57,870	RMB 78,914
Younger and Older Pre-Kindergarten	RMB 129,000	RMB 56,214	RMB 76,656
Full Day Nursery	RMB 98,000	RMB 42,705	RMB 58,235

Optional Services

Lunch (annual) **RMB 5,460**
 Bus (annual) **RMB 8,900~ RMB 10,900** (Dependant on bus service area)

Zone A RMB 8,900	Zone B RMB 10,100	Zone C RMB 10,900
Upper East Side	Wang Jing Area	Yonghe Villa
Richmond Park	Park Avenue	ShiMao Olive
HaiRun Int'l Apartment	Phoenix City	CBD Area
Chateau Regency	Oriental Rose	Blue Fort Apartment
King's Garden Villas	Guang Ming Apartment	Embassy District
	Somerset	Chateau Edinburgh
	Ocean Express	Australian Embassy

After School Activities

(Dependant on course offerings)

Late Payment

A late payment charge of 2% per month will be assessed on all overdue school fees (exceeding 30 days from invoice deadline). To avoid this fee, please pay on or prior to the deadline; should any problem arise concerning payments arranged by your company please contact us as soon as possible (in advance of the deadline).

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Refund Policy 2011/2012

For the withdrawal of students from 3e, please notify the Admissions Manager by completing the Leave Request Form which allows us to properly alert teachers, staff, and manage the withdrawal process.

Application fees are non-refundable

Families pay a non-refundable application fee of RMB 1,600 as part of their application.

Withdrawal & Refund Schedule 2011/2012

Annual Payment

Date written notice received	Term 1	Term 2
On or before Jun 10, 2011	100% minus deposit	100% minus deposit
From Jun 11 to Aug 19, 2011	No Refund	100%* minus deposit
From Aug 20 to December 16, 2011	No Refund	50%* minus deposit
After December 17, 2011	No Refund	No Refund

*: When any refund occurred during the school year, the payment by year will be charged as payment by term (Please refer to the "Tuition Payment Method II" in *Tuition Agreement 2011/2012*).

100%* is tuition by year minus tuition of term 1 / 50%* is 50%*(total payment minus tuition of term 1)

Termly Payment

Date written notice received	Term 1	Term 2
On or before Jun 10, 2011	100% minus deposit	100% minus deposit
From Jun 11 to Aug 19, 2011	No Refund	100% minus deposit
From Aug 20 to December 16, 2011	No Refund	50% minus deposit
After December 17, 2011	No Refund	No Refund

Please note:

- Deposit is non-refundable and applied to tuition.
- School Tuition Fees **will not be credited or refunded** for personal leave or sick days.
- Original 3e receipt (发票 Fa piao) should be returned if any credit or refund is issued.

Withdrawals after refund deadline:

Please be aware that once a student has withdrawn, re-enrollment at 3e will require a new application form and fee.

As per our refund policy, no refund for Term 1 is available after Jun 10, 2011 and no refund for Term 2 is available after December 17, 2011. Payment of the tuition guarantees a place for the student in the school year and serves as a commitment between the school and the parents. These commitments are used for our planning, budgeting, employment and purchasing purposes.

We therefore must adhere to our refund policy consistently for the proper management of enrollment and regret that **we are unable to process a partial refund for any time after the deadlines**. We appreciate your support in this matter.

Optional Services

Lunch fees are refundable with a written request submitted **at least 5 school days** prior to the cancellation of service. **Bus fees** are payable **by term** and **are non-refundable** since drivers, school bus care, and buses have already been planned. **After school activities** are non-refundable **24 hours** beyond the first class as all materials and staff has been secured for the term. Any refunds will be granted to the payer only.

I understand the tuition fee and refund policy and will adhere to it.

Parent Signature

Date