

Tuition and Services 2009/2010

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.

Sibling enrollment discounts are offered to any family sending more than one child to 3e. Discount only applies to the youngest child. Please inquire through the office of admissions.

Terms

All application forms must be accompanied by a one-time RMB 1,500 application fee. The application fee is non-refundable and non-transferable. The application fee holds a place but does not guarantee a place for the student—a place is guaranteed when all school fees are paid in full by the deadline, based on space availability. Fees can be paid using credit card, bank card, cash, or wire transfer.

1. The balance of all school fees and tuition is due within 10 working days of the invoice date.
2. Students will not be permitted to begin school until all tuition and fees are paid in full.
3. 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 website at www.3eik.com.
4. 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.
5. Termly payments will incur a 3% fee. For details on payment by term, please inquire through the office of admissions. 6437-3344 ext 127

Standard Fees	
Application fee (One time non refundable fee)	¥1,500
Grades 1 and 2 Tuition Fee (8:30am~3:30pm)	
Annual Tuition	¥135,000
Pre-K and Kindergarten Tuition Fee (8:30am~3:30pm)	
Annual Tuition	¥115,000
Nursery Tuition Fee	
Annual Tuition (Half Day) (8:30am~11:30pm)	¥68,500
Annual Tuition (Full Day)	¥83,000
Optional Services	
Lunch (annually)	¥5,400
Bus (annually)	¥9,000
After School Activities	(dependent on courses)
Non-refundable Matriculation Fee	
(Applicable to students who enroll on or after the first day of the academic year)	3% of pro-rated tuition

Late Payment Fee

A late payment penalty of 2% per month will be assessed on all overdue school fees exceeding 30 days from invoice deadline. Space will be held for all 3e students for the following year until the last day of the school year (this year, until June 19, June 2009). Due to limited class size, beyond June 19, space cannot be guaranteed without full payment. .

Refund Policy 2009/2010

For the withdrawal of students from 3e, please notify the Admissions Office by completing the Leave 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 1,500 as part of their application.

Withdrawal & Refund Schedule 2009-2010

Date written notice received	Term	Refund Amount
On or before July 31, 2009	Term 1	100% Refund
	Term 2	100% Refund
August 1- August 21, 2009	Term 1	50% Refund
	Term 2	100% Refund
August 22- October 1, 2009	Term 1	No Refund
	Term 2	100% Refund
October 2 –January 5, 2010	Term 1	No Refund
	Term 2	50% Refund
On or after January 6, 2010	Term 1	No Refund
	Term 2	No Refund

Please note: School Tuition Fees **will not be credited or refunded** for personal leave or sick days.

Withdrawals after refund deadline:

Parents must complete a Withdrawal Form if they are withdrawing their students. Please be aware that once a student has withdrawn, re-enrollment at 3e *will require a new application form and application fee*. Any discounts that have been applied to the account will no longer be valid if students withdraw and re-enroll within the same academic year.

As per our refund policy, no refund for Term 1 is available after August 21, 2009 and no refund for Term 2 is available after January 5, 2010. 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.