



Western International School of Shanghai  
上海西华外籍人员子女学校



2023/2024

# TUITION FEES & REFUND POLICY

## 学费与退款政策

## APPLICATION FEE

2,500 RMB

The Application Fee is a non-refundable administrative fee that applies to new students seeking admission at the Western International School of Shanghai. Settlement of the Application Fee initiates the application review and admissions process. Applications will not be open for review and consideration until receipt of the Application Fee has been confirmed.

## PLACEMENT FEE

20,000 RMB

The Placement Fee is an annual fee for securing your school space. Payment of the fee confirms your Placement to enroll or re-enroll. The Placement Fee is due within five (5) days after the Offer of Placement is extended by the school for new students and due within five (5) days after parents confirm re-enrollment. The Placement Fee is offset against annual tuition fees effective on a student's first day of school. For families paying by semester, the Placement Fee will be offset against Semester Two tuition fees.

The School reserves the right to settle any outstanding fees owing to the School either before, during, or after the student's attendance, from the Placement Fee under the **Departure and Refund Policy** of the School.

Payment of the Placement Fee will not, in and of itself, guarantee a school placement at the Western International School of Shanghai. Applicants must first meet all other admissions and school entry requirements.

## TUITION FEES


Tuition Fees include a daily nutritious snack and buffet-style lunch, all textbooks, classroom supplies and materials, access to library resources and subscriptions, English as Additional Language (EAL) support, Student Support Services, external examination fees, school-time activities, school-sponsored after-school activities, a set of school uniforms and access to school-managed technology.

Tuition fees for mid-year applications are calculated on a monthly pro-rata basis and are inclusive of the month in which the student intends to start School.

GRADE LEVEL	EARLY ANNUAL TUITION PAYMENT APRIL 14th (5% discount)	ANNUAL TUITION PAYMENT MAY 15th (3% discount)	SEMESTER PAYMENTS MAY 15th / NOV 1st
<b>Pre-Nursery &amp; Nursery</b> (2.5- 3 & 3-4 years old)	161,975	165,385	85,250
<b>Pre-Kindergarten</b> (4-5 years old)	190,000	194,000	100,000
<b>Kindergarten</b> (5-6 years old)	224,675	229,405	118,250
<b>PYP</b> Grades 1-5	245,575	250,745	129,250
<b>MYP</b> Grades 6 -10	258,875	264,325	136,250
<b>DP/CP</b> Grades 11-12	261,820	267,332	137,800

*All fees are quoted in RMB*



### FINANCE

 **Fred Ding**  
 fding@wiss.cn  
 (86 21) 6976 6388 - 1046

### RE-ENROLLMENT

 reenrolling@wiss.cn  
 (86 21) 6976 6388 - 2002

### ADMISSIONS

 admissions@wiss.cn  
 (86 21) 6976 6388 - 1038  
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### DEPARTURE

 departures@wiss.cn  
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## I. EARLY BIRD DISCOUNT

Families may enjoy a five percent (5%) discount on Annual Tuition fees only (excluding any additional fees) when making payment of the full Annual Tuition fees before **April 14th**.

## 2. ANNUAL PAYMENT DISCOUNT

Families may enjoy a three percent (3%) discount on Annual Tuition fees only (excluding any additional fees) when making payment of the full Annual Tuition fees no later than **May 15th**.

Payment deadlines for semesterly Tuition Fees are **May 15th for Semester 1** and **1 November for Semester 2**.

## 3. SIBLING DISCOUNT

Families with two or more children enrolled at WISS qualify to enjoy a sibling discount on Tuition Fees only. Discounts are applied to younger siblings attending lower grades.

Siblings	Discount %
2nd Child	5%
3rd Child or more	10%

## 4. EXCLUSIVE WISS PARTNER RATES

4.1. Corporate Rates | WISS is pleased to cooperate with area businesses by offering exclusive corporate rates. Please contact [dam@wiss.cn](mailto:dam@wiss.cn) for more information.

4.2. Diplomatic Rates | families with official diplomatic passports may be eligible for a diplomatic rate. Please contact [dam@wiss.cn](mailto:dam@wiss.cn) for more information.

## 5. CAPITAL FEE

**20,000 RMB**

The Capital Fee of 20,000 RMB is a one-time mandatory fee used to support investments in school facilities and related costs, including new construction or renovation projects, major repairs, and major maintenance costs for school facilities. This fee applies to all new students and will be included in the tuition invoice.

## 6. TRANSPORTATION FEE

**18,500 RMB**

The School Bus Transportation service is optional. The fee includes a morning and afternoon pick up and drop off. Select routes are available for students who attend After-School Activities. Please contact the WISS Transportation Department for more details on available routes. An additional fee is charged for locations outside the normal pickup areas.




The School is pleased to offer sibling families with two or more children who make use of the Bus Service a 20% discount on the annual fee. Families who live close to school may also be eligible for a 20% discount on the annual fees. Please contact the WISS Transportation Department to enquire whether your pick-up location is eligible.

The school bus service is optional and can be applied for during the Admissions process or at any time after enrollment by contacting the WISS Transportation Department, Ms. Xiao Lan Gu ([xgu@wiss.cn](mailto:xgu@wiss.cn)).

Transportation fees for mid-year applications are calculated on a monthly pro-rata basis and are inclusive of the month in which the student intends to start School.

**Note: All new parents should contact the Admissions Department.**




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## 7. SCHOOL MEALS

Tuition fees include a daily nutritious snack and a Western / Asian buffet-style lunch. Meals are prepared fresh daily, and the school endeavors to provide and promote healthy eating habits and encourage a balanced diet.

**Important Note:** The School must be notified regarding students with special dietary requirements or food-related allergies.

## 9. SCHOOL UNIFORM

Every Pre-Nursery to Grade 10 student receives a complementary set of school uniforms per semester. This benefit, becomes available after tuition fees have been paid. The complementary sets of WISS Uniform are non-refundable and non-transferable. Parents are welcome to purchase additional school uniform items from the Uniform Store at any time during the school year.

All students, except students attending Grades 11 and 12, are required to wear school uniforms.

## II. SETTLEMENT OF PAYMENTS

Any payments the School receives will first apply to the Placement Fee if not yet settled. Any outstanding fees must be paid according to the Tuition Fee payment deadlines.

## 13. TAX RECEIPTS/FAPIAO

WISS is happy to issue parents a VAT general electronic fapiao (增值税普通电子发票) upon the receipt of the tuition and other school fees. The electronic fapiao is issued in PDF format and will be issued to parents via email. Please contact Mr. Fred Ding ([fding@wiss.cn](mailto:fding@wiss.cn)) for any fapiao inquiries and requirements.

## 8. BRING YOUR OWN DEVICE (BYOD)

As part of the BYOD program, students in Grades 2 - 5 are required to bring an iPad, a charger, or earphones.

Students in Grades 6 -12 are required to bring in a personal laptop or iPad, a charger, earphones, or headphones, and a removable drive.

## 10. CO-CURRICULAR ACTIVITIES

After-school activities extend the students' opportunities to explore new interests and develop their skills. These activities are student-driven and represent a cross-section of local and school-based providers. Additional costs may apply for activities offered by external providers.

## 12. LATE PAYMENT CHARGES




A late payment charge of one point five percent (1.5%) per month, compounded monthly, will be charged on all overdue school fees. Upon joining the School, the parents agree to pay, to the extent permitted by law, the School's expenses of enforcement and collection of the tuition fees and related expenses, including attorney's fees and costs.

## 14. TUITION FEE PAYMENT DEADLINES

14.1. The Tuition Fee payment deadline for **Semester 1 is May 15th**

14.2. The Tuition Fee payment deadline for **Semester 2 is November 1st**




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## PAYMENT INFORMATION FORMS OF PAYMENT

### 15. BANK REMITTANCE

Payment can be made by bank transfer payable to the School's **Chinese Renminbi (RMB)** account or **Foreign Currency Account**. Please refer to the below information for details.

#### PAYMENT IN RMB

Account Name: 上海西华外籍人员子女学校  
(**must write school name in Chinese characters**)  
Account Number: **31001984300059005888**  
Bank: China Construction Bank Xu Jing Branch Bank  
Address: No. 85 Jinghua Rd, Xujing Town Qingpu District, Shanghai, Postal Code 201702

#### 人民币付款

账号名称: 上海西华外籍人员子女学校  
银行账号: **31001984300059005888**  
银行名称: 中国建设银行上海徐泾支行  
银行地址: 上海青浦区徐泾镇京华路85号,  
邮编201702

#### FOREIGN CURRENCIES PAYMENT

Account Name:  
**WESTERN INTERNATIONAL SCHOOL OF SHANGHAI**  
Account Number: **31014938000220002617**  
Bank: China Construction Bank, Qing Pu Branch  
Address: 550 Chengzhong Road East, Qingpu District, Shanghai, Postal Code: 201702  
SWIFT CODE: PCBCCNBJSHX

#### 外币付款

账号名称:  
**WESTERN INTERNATIONAL SCHOOL OF SHANGHAI**  
银行账号: **31014938000220002617**  
银行名称: 中国建设银行上海青浦支行  
银行地址: 上海青浦区城中东路550号,  
邮编201702  
SWIFT CODE: PCBCCNBJSHX

**Note: Foreign currency payments will be calculated based on bank exchange rate on the transaction day. Please check the rates with your bank before making the foreign currency transfer.**

### 16. CASH PAYMENT

The Cashier accepts cash payment at the WISS Finance Office. However, the School does **NOT** recommend paying tuition fees in cash for safety reasons. To ensure that you receive the best service possible, please schedule an appointment with the Finance Department in advance.




### 17. CREDIT CARD/DEBIT CARD PAYMENTS

Credit/Debit card payments made in person are acceptable methods of payment. The School currently accepts payment via VISA, MasterCard, and American Express cards. (Additional bank service charges may apply.)

### 18. ONLINE PAYMENT

Payments can also be made via available online payment portals. Please contact the School Finance Department ([fding@wiss.cn](mailto:fding@wiss.cn)) for more information.




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# PAYMENT TERMS AND CONDITIONS

Tuition fees may be paid by semester or annually. Parents/guardians have the ultimate responsibility to ensure that all fees have been paid on time, even when the fees are paid by a company or other organization.

The Placement Fee is used to secure a space for re-enrolling students for any new school year. Families who are not re-enrolling should complete a Departure Notice Form according to the deadlines specified in the **Student Departure and Refund Policy**.

For any questions regarding departure from WISS, please contact [departures@wiss.cn](mailto:departures@wiss.cn) for assistance.

For new enrolling students, the Placement Fee is due within five (5) days after the school's offer of Placement has been extended. All tuition and fees must be paid by the annual and semester deadlines or at least five days before the student's first day of attendance if joining mid-year. Students may not attend classes until all fees have been paid.




The School reserves the right to deny a student's admission to the School's facilities, including classes, if payments are not made by stipulated dates. Students whose accounts are in arrears will not participate in School, and progress reports and transcripts will not be released until payment is received. If a parent is unable to meet the payment deadline, the parent should contact the Finance Department and Admissions Office to apply for a payment extension. Payment extensions may be granted by the school, but are not guaranteed, based on the individual circumstances and on a case-by-case basis.

## ACCEPTANCE OF TERMS AND CONDITIONS:

Any payment made to the school for the enrollment of a student constitutes acceptance of all terms and conditions listed in this policy.





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## RE-ENROLLMENT

Re-Enrollment confirmation is scheduled twice per school year (in November and April) and allows parents opportunity to notify the school of their enrollment plans. This information is crucial to the operation of the school. It allows the school sufficient time to plan resource allocations, staffing, and purchasing of essential learning materials based on the number of continuing students. In addition, the re-enrollment process allows the school to effectively communicate with prospective families regarding available spaces.

The deadlines for enrolled WISS families to notify the school of their re-enrollment plans are as follows:

1. Re-Enrollment Deadline for **Semester 2 is on November 1st**
2. Re-Enrollment Deadline for **Semester 1 of the following school year – April 14th**


If you are planning not to continue your children's enrollment at Western International School of Shanghai for the following semester or the following school year, parents must complete and submit a **Departure Notice Form** no later than **November 1st for departure in Semester 2** and **April 14th for departure the end of the school year** in June.

Should the school not receive a Departure Notice by the departure deadlines specified, the school will consider a family as confirmed to re-enroll. Parents will be contacted by the school to complete the re-enrollment process. For more details on the departure and refund procedures of the school, please refer to the **Student Departure Refund Policy** section below.

For any questions regarding re-enrollment please contact the school at [reenrolling@wiss.cn](mailto:reenrolling@wiss.cn) for assistance.





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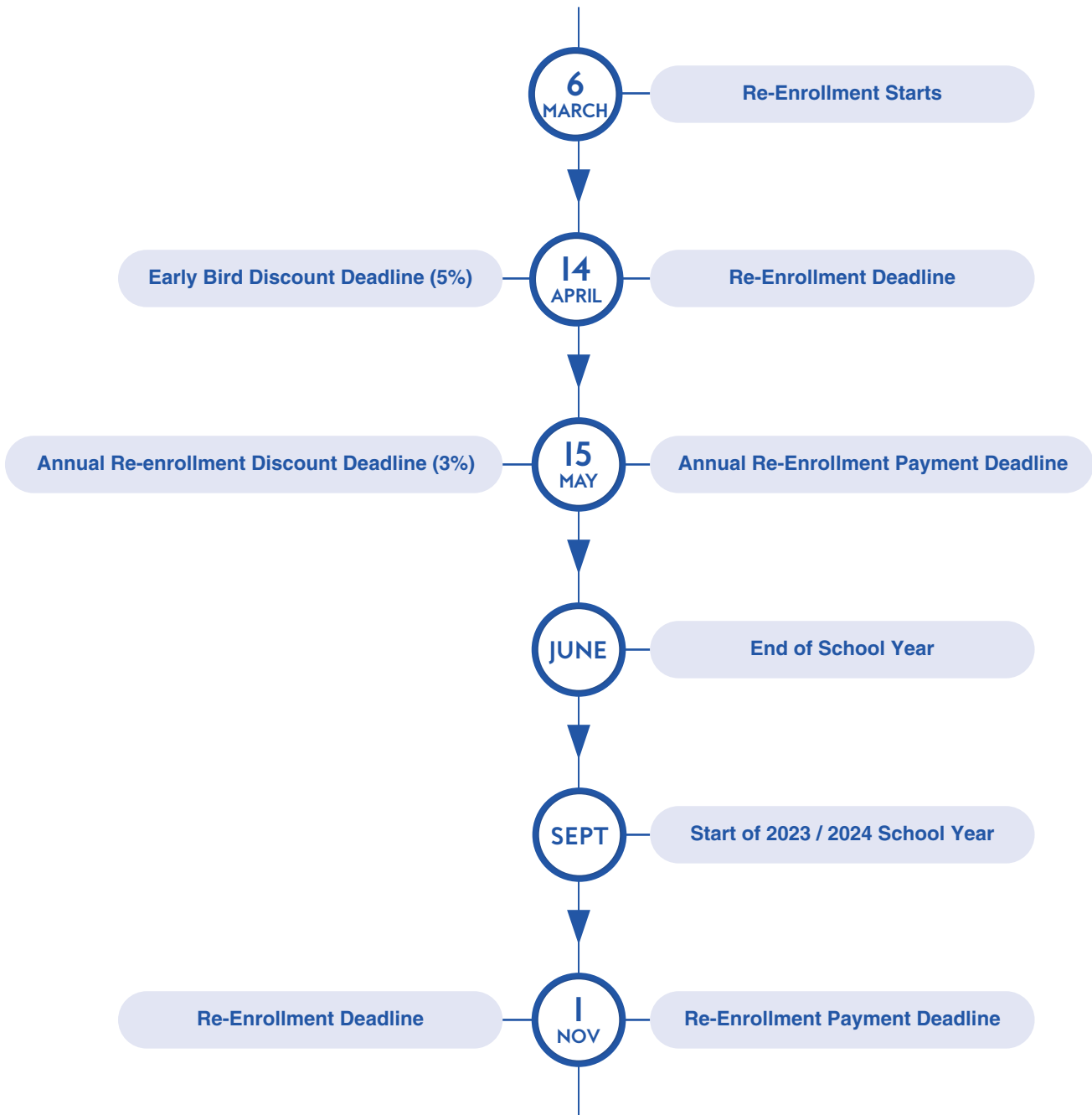
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# RE-ENROLLMENT TIMELINES



**Re-Enrollment for Semester 2 closes on 1 November.**

Families who are negotiating contracts or who have not confirmed their relocation are reminded to submit a **payment extension request** via the platform provided.



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 departures@wiss.cn  
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# STUDENT DEPARTURE AND REFUND POLICY

1. A student's departure is only deemed confirmed upon receipt of a completed **Departure Notice Form**. The form may be completed online, and access to the form may be requested by contacting the Admissions Office at [departures@wiss.cn](mailto:departures@wiss.cn).
2. While the School reserves the right to deduct from the \*Placement Fee any amounts that are owed by the student or the parent/guardian to the School, this right does not diminish in any way the school's absolute right to otherwise require payment and collection of such amounts through other means when such amounts are due.
3. If a **Departure Notice Form** is submitted to the School during public or school holidays, it will be deemed received by the School on the first day of school following the holiday. Unfortunately, the School will **not accept any verbal, telephonic, text message, or email notification as an official Notice of Departure**. Any Academic Reference Requests by parents do not substitute an official Notice of Departure.
4. The School must receive a **Departure Notice Form** for students who intend to depart. Any refunds of fees will only be considered after receiving the **Departure Notice Form**.
5. Students for which a **Departure Notice Form** is not received will be considered re-enrolled for the following school year.
6. Any refunds or release of official school records, certificates of study, or additional reports depends on the satisfactory completion of the **Departure Procedures**, the return of all school property, and the clearance of accounts before a student's last day of attendance.

## I. APPLICATION FEE

An Application Fee is an administrative fee that must be paid to initiate the application review and admission process. The Application Fee is non-refundable.


## 2. REFUND OF TUITION FEE, THE PLACEMENT FEE, AND BUS FEES

The School makes advance financial commitments related to staffing, purchasing, student transportation, and other resources based on confirmed enrolment to ensure students and teachers have access to premium educational resources and facilities.

If a family decides to terminate a student's enrolment at the School, refund calculations will be made according to the **Refund Information Chart** below. Any refunds are dependent on the date on which the School receives the **Departure Notice Form**.

IF A NOTICE OF DEPARTURE IS SUBMITTED	I AM ELIGIBLE FOR A REFUND OF THE		
	▼	▼	▼
	PLACEMENT FEE	SEMESTER 1 TUITION & BUS FEES	SEMESTER 2 TUITION & BUS FEES
<b>On or before 14 April</b>	Yes	Yes	Yes
<b>After 14 April but Before 1 June</b>	No	Yes	Yes
<b>After 1 June but before 15 July</b>	No	Partial (80%)	Yes
<b>Between 15 July and 1 September</b>	No	Partial (50%)	Yes
<b>After 1 September but before 1 January</b>	No		Partial (80%)
<b>After 1 January</b>	No		No




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## REFUND INFORMATION DETAILS

1. If a departure notice is received **on or before 14 April**, the parent/guardian will be eligible for a full refund of the Fees paid for the following school year.
2. If a departure notice is received **after 14 April but before June 1st**, it is considered a Late Departure Notice, and the parent/guardian will forfeit the Placement Fee but will be eligible for a full refund of the Tuition & Bus Fees paid for the following school year.
3. If a departure notice is received **after 1 June but before 15 July**, it is considered a Late Departure Notice, and the parent/guardian will forfeit the Placement Fee and will be eligible for an 80% refund of Semester 1 and 100% of Semester 2 Tuition & Bus Fees paid for the following school year.
4. If a departure notice is received **after 15 July but before 1 September**, the parent/guardian will forfeit the Placement Fee and will be eligible for a 50% refund of Semester 1 and 100% of Semester 2 Tuition & Bus Fees paid for the following school year.
5. If a departure notice is received **after 1 September but before 1 January**, the parent/guardian will forfeit the Placement Fee and any Semester 1 Tuition & Bus Fees but will be eligible for an 80% refund of Semester 2 Tuition & Bus Fees paid for the following school year.
6. If a notice of departure is received **after 1 January of the current school year**, no refunds of Tuition & Bus fees will be available.

**NOTE: Families who notify the school of their withdrawal after 14 April, and have not settled the tuition fees will forfeit the Placement Fee. Placement Fees are applied toward Tuition Fees on the first day of school.**

For further clarity, if a student is not officially withdrawn using the **Departure Notice Form**, tuition fees will not be refunded.

## CAPITAL FEE

Capital Fees are refunded in full only if the student does not attend School. Attendance by the student, or failure to submit the **Departure Notice Form**, will forfeit any refund of this fee.

## ENROLLMENT DEFERRAL



For deferral of enrollment, a family must submit an Enrollment Deferral Request as advance notice to the School stipulating any reasons for the enrollment deferral request. Parents are also required to notify the School of the scheduled return date to resume enrollment.

There will not be any refund of the Placement Fee or Tuition Fees for a student who has deferred enrollment. In the event that a student does not resume enrollment on the scheduled date nor notify the School to extend the duration of leave, will be considered to have departed from the School, and the space will be made available to waiting applicants.

Please contact the School Office or Admissions Office to discuss enrollment deferment options.

**Note: Enrollment Deferral is only available to enrolled students.**



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## FORCE MAJEURE

Parents/Guardians understand and agree that if an event of force majeure (as defined below) occurs, and as a result, the School is prevented from performing any of its obligations towards the parent/guardian or students, including but not limited to school closure and reduction of student in-school learning hours, the School may implement any of the following alternative measures or any combination thereof to minimize interruptions of the students continued studying activities:

- While the force majeure event is ongoing, resort to online/virtual classes, homework assignments, and teacher-student/teacher-parent communications.
- After the School is allowed to re-open for classes upon cessation of the force majeure event, extend the school hours on a daily, weekly, or monthly basis, to make up the lost class hours; and
- When the School can resume normal business activities, offer extra classes, or conduct special learning sessions to make up any lost class hours.

For purposes of the preceding provisions, an “event of Force Majeure” refers to an event beyond the control of the School, including but not limited to prohibition or acts by government or public agency, riot, war, hostility, terrorist attacks, public disturbance, strikes, other labor disputes and work stoppages, failure or interruption of transportation or other utilities, epidemic, fire, flood, earthquake, storm, tidal wave, or other acts of nature.


The School will not be liable for any failure or delay in performing an obligation under this Agreement due to any of the listed causes. In such cases, the School will make every effort to continue providing lessons. However, the School bears no responsibility for such circumstances, and no refunds will be provided.

## ACCEPTANCE OF TERMS AND CONDITIONS

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## APPLICATION WITHDRAWAL - FOR NEW ADMISSION (PRIOR TO ENROLLMENT)

If a parent needs to withdraw their application from the School after accepting the Offer of Placement and after the payment of the accompanying Placement Fee and Tuition Fees, the refund of fees will be based on the withdrawal notice date. Please refer to the table below for more information.

The Application Fee is non-refundable.

Official notice of intent to withdraw an application together with a supporting statement must be submitted via email to your dedicated Admissions Officer for the attention of the Director of Admissions & Marketing for the School to process any refunds that may apply.




### APPLICATION REFUND PROCEDURE

If a parent/guardian decides to withdraw a student's application from the School, refund calculations will be made accordingly, as commitments would have already been made by the School that would have an indirect financial impact of implementing changes in staffing, scheduling, equipment purchases, and other arrangements.

Notice of Withdrawal →	90 days or less before the start date	less than 60 days before the start date	less than 30 days before the start date
Tuition & Bus Fees	80% Refund	70% Refund	50% Refund

**Please Note:** For new students, the **Placement Fee** will be forfeited if students subsequently decide not to attend as scheduled.




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## 入学申请费

2,500 RMB

入学申请费是一笔无法退款的行政费用，适用于新申请报名进入上海西华外籍人员子女学校学习的学生，恕不退还。入学申请费结算后会启动学生入学申请审核和录取流程。学校确认收到入学申请费后才会对申请进行审核。

## 留位费

20,000 RMB

留位费是确保入学名额收取的一笔年费。该费用的支付确认了您的录取或续读手续。留位费应在学校向新生发出录取通知书后五（5）天内缴纳或在家长确认续读后五（5）天内缴纳。留位费可从学生入学第一天起的年度学费中抵扣。对于按学期付款的家庭，留位费将从第二学期的学费中抵扣。

学生在就读或退学时，如有任何未清缴的费用或款项，学校有权利按照《退学与退款政策》优先扣除留位费清偿此等欠款。

仅缴付留位费不能确保取得上海西华外籍人员子女学校的入学资格。学生首先必须符合各项录取条件与入学要求。

## 学费




学费包含每日营养点心、自助午餐、所有的课本、课堂学习用品和资料、图书馆的使用、借阅书籍、英语作为附加语言的学习支持（针对母语非英语的学生）、学生支持服务、外部考试费用、校内活动、学校赞助的课后活动、一套校服以及校园管理系统。

对于中途入学的学生，学费将根据每月的标准按比例收取，其中包含学生计划入学的月份。

年级	按学年支付 (4月14日前可享5%的折扣)	按学年支付 (5月15日前可享3%的折扣)	按学期支付 5月15日 / 11月1日
托班、小班 (2.5 - 3 & 3 - 4岁)	161,975	165,385	85,250
中班 (4 - 5岁)	190,000	194,000	100,000
大班 (5 - 6岁)	224,675	229,405	118,250
国际文凭小学项目 1 - 5 年级	245,575	250,745	129,250
国际文凭中学项目 6 - 10 年级	258,875	264,325	136,250
国际文凭大学预科项目和 国际文凭职业先修项目 11 - 12 年级	261,820	267,332	137,800

所有费用的货币单位均为人民币



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## 1. 早鸟价

申请家庭在**4月14日**前完成全年学费付款，可享受5%的早鸟折扣（仅适用于学费，不适用于任何额外费用）。

## 2. 按学年支付的折扣

申请家庭在**不晚于5月15日**前完成全年学费付款，可享受3%的早鸟折扣（仅适用于学费，不适用于任何额外费用）。

按学期支付的缴纳截止日期为  
**第一学期的5月15日和第二学期的11月1日。**

## 3. 多子女就读优惠

有两个或者两个以上子女同时在西华就读的家庭，有资格享受多子女就读优惠（适用于学费）。该折扣仅适用于家庭中就读低年级子女的学费。

多子女	折扣比例%
第二个孩子	5%
第三个孩子及以上	10%

## 4. WISS合作伙伴专享折扣

4.1. **协议价格** | WISS很乐意与当地企业合作，为合作企业的员工提供独家的协议价格。详情请联系 [dam@wiss.cn](mailto:dam@wiss.cn)。

4.2. **外交官专享价格** | 持有官方外交护照的家庭有资格享受外交官专享价格。详情请联系 [dam@wiss.cn](mailto:dam@wiss.cn)。

## 5. 建校费

**20,000 RMB**

20,000元的建校费是用于支持学校设施投资及相关费用的一次性强制性费用，包括学校设施的新建或改造项目、重大维修和维护费用。该费用仅适用于新生家庭，学费的发票上会显示该费用。

## 6. 交通费

**18,500 RMB**

校车交通服务是可选的。校车交通费包括上午和下午的接送。参加课后活动的学生可搭乘特定路线的校车。有关校车路线的更多信息请联系西华交通部。正常接送区域以外的地点需支付额外费用。




有两个或两个以上孩子的多子女家庭乘坐巴士可享 20% 的校车年费折扣。住在学校附近的家庭也有资格享受 20% 的校车年费折扣。具体请联系西华交通部顾女士（[xgu@wiss.cn](mailto:xgu@wiss.cn)），咨询您的接送地点是否符合条件。

校车服务是可选的，在招生过程中或入学后都可以随时联系西华交通部顾女士（[xgu@wiss.cn](mailto:xgu@wiss.cn)）申请。

对于中途入学的学生，校车费将根据每月的标准按比例收取，其中包括学生计划入学的月份。

**注意：所有新生家长应与招生部联系。**




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## 7. 学校午餐

学费包含每日营养点心和西式/亚洲风味自助式午餐。学校致力为学生提供每日新鲜烹制的食物，培养学生均衡饮食的健康饮食习惯。

**请注意：**若学生对食物有特殊需求或食物过敏，请家长务必提前告知学校。

## 9. 校服

每位托班至10年级的学生每个学期都可以获得一套免费的校服，在支付学费后即可享受该权益。这套免费的西华校服是不能退款或转让。我们欢迎家长在学年的任何时候从校服商店购买额外的校服物品。

除11年级和12年级学生外，所有学生都必须穿校服。

## 11. 付款结算

若家长未支付留位费，学校将会从其缴付的任何其他费用中首先扣除留位费。其余未付款项应在学费缴纳截止日期前付清。

## 13. 税单/发票

在收到学费和其他费用后，学校可以为家长开具PDF格式的增值税普通电子发票，会通过电子邮件发给家长。如需咨询发票及相关事宜，请联系 Fred Ding 先生 ([fding@wiss.cn](mailto:fding@wiss.cn))。

## 8. 自带设备计划

我们鼓励2至5年级的学生参加我们的自带设备计划，包括一台 iPad、一个充电器和入耳式耳机或头戴式耳机。

我们鼓励6至12年级的学生自带一台个人笔记本电脑或 iPad、一个充电器、入耳式耳机或头戴式耳机和一个可移动硬盘。

## 10. 课外活动

课外活动是一个非常好的能够进一步激发学习热情和培养技能的机会。这些活动由学生组织，由校内外的机构提供，有丰富的活动类型和形式。校外机构所提供的活动可能会产生额外费用。




## 12. 逾期缴费滞纳金

所有逾期的学费将按月加收1.5%的滞纳金。入学后，父母同意向学校支付在法律允许范围内因执行和收取学费过程中产生的相关费用，包括律师费和其他费用。

## 14. 学费支付截止日期

- 14.1. 第一学期的学费支付截止日期为 5 月 15 日
- 14.2. 第二学期的学费支付截止日期为 11 月 1 日




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## 付款信息 付款方式

### 15. 银行汇款

款项可经银行转账汇入学校的人民币（RMB）账户或外币账户，账户信息如下。

#### 人民币付款

账号名称：上海西华外籍人员子女学校  
银行账号：**31001984300059005888**  
银行名称：中国建设银行上海徐泾支行  
银行地址：上海青浦区徐泾镇京华路85号，  
邮编201702

#### 外币付款

账号名称：  
**WESTERN INTERNATIONAL SCHOOL OF SHANGHAI**  
银行账号：**31014938000220002617**  
银行名称：中国建设银行上海青浦支行  
银行地址：上海青浦区城中东路550号，  
邮编201702  
SWIFT CODE: PCBCCNBJSHX

**注意：外币付款按付款当日银行汇率计算。在汇款前请先向您的银行查询汇率。**

### 16. 现金支付

西华财务部收银台可受理现金支付业务。为安全起见，学校不建议以现金形式缴纳学费。为了给您提供最好的服务，请提前联系学校财务部进行预约。


### 17. 信用卡/借记卡支付

财务部接受现场刷信用卡/借记卡缴纳学费。目前学校接受维萨卡（VISA）、万事达卡（MasterCard）和美国运通卡（American Express）付款。（刷卡付费时可能会产生额外银行手续费。）

### 18. 线上支付

也可以通过线上支付缴纳费用。更多信息请联系学校财务部（[fding@wiss.cn](mailto:fding@wiss.cn)）。



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## 支付条款与条件

学费可以按学期或按学年支付。即便学费由公司或其他组织支付，父母/监护人也负有确保按时缴清所有费用的最终责任。

留位费是用于确保续读学生在新学年的就读名额。不续读的家庭需要根据《**学生退学与退款政策**》填写提交《**学生离校通知**》。

有关退学的任何问题，请联系 [departures@wiss.cn](mailto:departures@wiss.cn) 获得帮助。

新生应在收到录取通知书后的**5天内**支付录取保证金。学费和其他费用应在学年和学期支付截止日期前支付。中途入学的学生应在入学开始的**5天前**支付学费和其他费用。若费用未支付，学生则无法入校上课。




如果未在规定日期前支付应缴款项，学校保留拒绝学生进入学校设施（包括教室）的权利。逾期欠款的学生不能上课，且在款项结清前学校不会提供学习进度报告和成绩单。如果未能在截止日期前完成支付，家长应联系财务部和招生部申请延期付款。是否受理延期付款由学校批准，根据个人具体情况而定。

## 接受条款与条件

向学校支付的用于学生入学的任何款项均视为已接受本政策中列出的所有条款与条件。





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## 续读说明

每个学年有两次续读确认（11月和4月），家长应告知学校他们的入学计划。这对于学校的运作来说至关重要，它可以使学校有足够的时间根据续读学生的数量来计划资源配置、配备人员和必要学习材料的购买。此外，学校也能有机会与潜在家庭就入学名额进行沟通。

目前就读 WISS 的家庭应在下面的截止日期前告知学校他们的入学计划：

1. **第二学期的续读确认截止日期为 11 月 1 日**
2. **下一学年第一学期的续读确认截止日期为 4 月 14 日**




如果您的孩子不打算下一学期或下一学年继续在上海西华外籍人员子女学校就读，家长必须**不迟于 11 月 1 日（若计划第二学期离校）或 4 月 14 日（若计划下一学年6月离校）**填写提交《学生离校通知》。

如果学校未在规定的离校期限前收到《学生离校通知》，学校则认为该家庭已确认续读。学校将与家长联系完成续读手续。有关退学和退款流程的详细信息，请参阅下面的《学生退学与退款政策》。

如果有与续读的任何问题，请联系 [reenrolling@wiss.cn](mailto:reenrolling@wiss.cn)。





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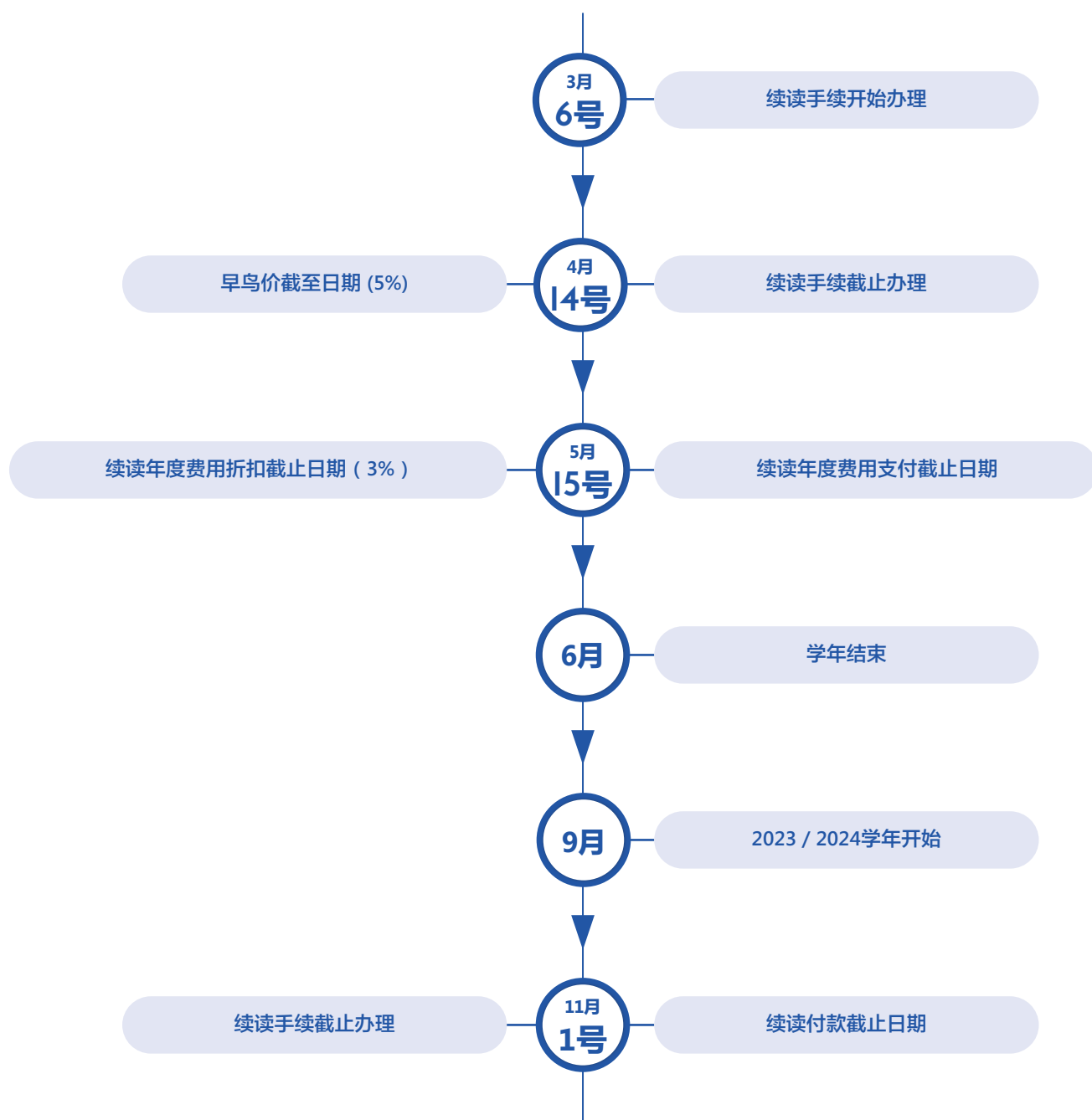
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## 续读时间线



第二学期的续读手续11月1日停止办理。

正在协商合同或尚未确认搬迁的家庭请通过我们提供的平台提交**延期付款申请**。



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# 学生退学与退款政策

- 如需向学校提出退学，请填写提交《学生离校通知》。该表格可以在线填写，也可以联系招生办公室邮箱 [departures@wiss.cn](mailto:departures@wiss.cn) 索取表格链接。
- 学校保留从留位费中扣除学生或家长/监护人拖欠学校任何款项的权利。与此同时，若存在待支付或收取的款项，学校仍保留通过其他方式要求学生或家长/监护人付款的权利。
- 如果家长/监护人在公众假期内向学校提交《学生离校通知》，公众假期后顺延的首个工作日会被视为收到退学通知的日期。学校不接受口头、电话、短信或邮件形式的退学通知。《学术推荐信申请表》不能代替《学生离校通知》。
- 计划退学的学生必须通过提交《学生离校通知》正式告知学校。学校收到通知后才会处理退款事宜。
- 未提交《学生离校通知》的学生将被自动视为续读学生。
- 任何退款或学校提供的官方记录、在学证明或其他报告取决于学生最后一天出勤日前全部的退学手续是否已办理完成、物品是否全部归还给学校，账号是否清理完成。

## 1. 入学申请费

入学申请费用于启动学生入学申请审核和录取流程，是一笔无法退还的行政费用。




## 2. 学费、录取保证金、校车费的退款

为了保证师生能够拥有最优质的教育资源和教学设施，根据确认入学的人数，学校需要提前配备人员、采购物资、安排校车以及其他教学资源。

如果一个家庭决定不再就读，学校会按照下面的**退款参照表**计算退款金额。退款会按照学校收到《学生离校通知》的日期进行计算。

《学生离校通知》提交时间在	退款详情		
	▼	▼	▼
	留位费	第一学期学费及校车费	第二学期学费及校车费
4月14日或之前	可退	可退	可退
4月14日之后至6月1日之前	不可退	可退	可退
6月1日之后至7月15日之前	不可退	80%可退	可退
7月15日之后至9月1日之前	不可退	50%可退	可退
9月1日之后至1月1日之前	不可退		80%可退
1月1日之后	不可退		不可退



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## 退款说明

- 1.如果学校在**4月14日或之前**收到《学生离校通知》，家长/监护人将有资格收到已支付的下一学年的全额退款。
- 2.如果学校在**4月14日之后至6月1日之前**收到《学生离校通知》，将被视为逾期退学通知。家长/监护人将有资格收到已支付的下一学年的全额退款，包括学费和校车费。留位费将无法退还。
- 3.如果学校在**6月1日之后至7月15日之前**收到《学生离校通知》，将被视为逾期退学通知。家长/监护人将有资格收到已支付的第一学期学费的80%退款和第二学期学费和校车费的全额退款。留位费将无法退还。
- 4.如果学校在**7月15日之后至9月1日之前**收到《学生离校通知》。家长/监护人将有资格收到已支付的第一学期学费的50%退款和第二学期学费和校车费的全额退款。留位费将无法退还。
- 5.如果学校在**9月1日之后至1月1日之前**收到《学生离校通知》。家长/监护人将有资格收到已支付的第二学期学费和校车费的80%的退款。留位费与第一学期的学费和校车费将无法退还。
- 6.如果学校在**1月1日之后**收到《学生离校通知》，学费和校车费均将无法退还。

**注意：在4月14日之后通知学校退学的家庭，如果没有结清学费，留位费将无法退还。留位费将在开学第一天从学费中抵扣。**

需要进一步说明的是，如果学生没有通过提交《学生离校通知》来办理退学手续，将无法收到任何退款。

## 建校费

只有当学生从未上过学，才能全额退还建校费。如果学生已上过学或未能提交《学生离校通知》将会失去获得退还建校费的权利。

## 延期入学/暂时离校

若申请延期入学或暂时离校，家长/监护人必须尽早通过提交《学生延期入学/暂时离校通知》告知学校，并详细说明原因和复学日期。

延期入学或暂时离校学生的保证金和学费均不退还。学生若未能在计划的日期复学或未能通知学校延迟复学，将被视为已离开学校，学生的名额也将提供给其他等待入学的新生。关于延期入学/暂时离校的详细事宜，请联系各年级办公室或招生办公室。

**注意：延期入学只适用于已入学的现有学生。**



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## 不可抗力

家长/监护人理解并同意，如果发生不可抗力事件（定义如下）且该事件导致学校无法履行其对家长/监护人或学生所负有的各项义务，包括但不限于关闭学校和减少学生的在校学习时间，学校可能采取以下任一替代措施或同时采取几种措施，以尽量减少该事件对学生持续学习活动的影响：

- 在不可抗力事件发生期间，学校将采取在线/虚拟授课、布置家庭作业，开展教师与学生、教师与家长之间的交流等措施。
- 不可抗力事件终止并重新开学后，学校将在每天、每周或每月延长上课时间，以弥补损失的课时；并且
- 当学校可以恢复正常的经营活动时，学校将增设额外课程或特设教学活动，以弥补损失的课时。

就前述条款而言，“不可抗力事件”指的是学校所不能控制的事件，包括但不限于政府或公共机构的禁令或法令、暴乱、战争、敌对行为、恐怖袭击、公共骚乱、罢工、其他劳动争议和停工、交通或其他公共设施的故障或中止、传染病、火灾、洪水、地震、暴风雨、海啸或其他自然灾害。



出于任何上述列出的原因，学校将不会对任何未能或延迟履行本协议项下的义务承担责任。在这种情况下，学校将尽一切努力继续提供课程。但是，学校对此类情况不承担任何责任，并且不会提供退款。

## 接受条款与条件

向学校支付的用于学生入学的任何款项均视为已接受本政策中列出的所有条款与条件。





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## 撤销新生入学申请 (入学前)

如果家长在接受《录取通知书》并支付录取保证金和和学费之后提出撤销入学申请，学校会按照您提交的撤销入学申请的日期退还已交费用。请参照下表了解详细信息。

入学申请费无法退还。

撤销入学申请的正式通知和相关说明必须以邮件形式提交至和您接洽的招生部代表，招生市场部主管和学校会处理相关的退款申请。

### 入学申请费退款流程

如果家长/监护人决定撤销学生的入学申请，会对学校事先计划好的人员配备、日程安排、设备采购和其他安排造成财务方面的影响，因此学校会按照下表进行相应的退款。

撤销入学申请通知	离开学日还有90天 或不到90天	离开学日不到60天	离开学日不到30天
学费&校车费	退还80%	退还70%	退还50%

**请注意：**如新生随后决定取消按期入学，留位费将无法退还。

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