



Dear Parents/Guardians,

Re: Registration for 2023-24

2022-23 has been a productive year. Our team has worked very hard for the WASC re-accreditation and overcoming challenges in post-covid to provide the best learning opportunities to students. Having mentioned this, the year end is approaching quickly and if without further disruptions, all students will have their final examinations in June and the senior students will have their graduation on June 23th. This is also the time we start planning for the next academic year.

To assist parents coping with the challenges, we will not be increasing the fees for 2023-24. The Annual School Fees for 2023-24 are given in the table below.

Grade	School Fees for 2023-24		
	Operational Component	Learning Resource Component	Total
7-8	\$116,000	\$13,500	\$129,500
9	\$120,500	\$14,500	\$135,000
10	\$121,100	\$14,500	\$135,600
11	\$130,600	\$19,500	\$150,100
12	\$131,450	\$19,500	\$150,950

The above stated fees will include the Miscellaneous Charges that cover the cost of out-sourced extracurricular activities and/or standard programs, registration fees for grade appropriate external exams/tests such as the PSAT, TOEFL, SAT & AP and etc.

The prevailing practice of collecting the total fee by two installments at the beginning of each school term will continue, and Miscellaneous Charges are collected with the Term I School Fee at the beginning of school year. Any parents who have difficulty meeting the schedule can ask for an alternative arrangement from the Principal, request will be considered on a case by case basis.

Students who continue to enroll at *Concordia International School* for 2023-24 should forward a cheque against the **Advance Fee of \$15,000** along with the completed **Confirmation and Consent Slip** on or before **June 9, 2023** in order to secure a place for your child. Kindly note that post-dated cheques are not accepted. The advance fee will be adjusted from the term I school fee which is payable at the beginning of the academic year. The advance fee is refundable to the non-returning students if and only if a hardcopy of written confirmation is received by the school **on or before July 10, 2023**.

May 5th, 2023



CONCORDIA
INTERNATIONAL
SCHOOL

Since Concordia adopts the 1-1 MacBook program, every student should own an Apple laptop for education purposes. Should you need to purchase a new laptop for your child for the new school year, please contact Ms. Wu at our General Office.

I would also like to take this opportunity to inform all parents that CISHK will continue to participate in the Healthy School Program with a Drug Testing Component (HSP (DT)) in 2023-24 school year.

It is our pleasure to clarify any queries regarding our services and please do not hesitate to contact Ms. Wu of the General Office if you have any questions.

Yours sincerely,

Mr. T. Du
Principal

Encl.: Confirmation and Consent Slip (2023-24)
Withdrawal & Refund Policy

Name of Student: _____ (Grade in 2023-24: _____)

Registration Confirmation and Consent Slip (2023-24)

(Please sign and return together with the Registration Fee)

1. I agree to cooperate fully with the school and its teachers to provide the best education for my child by supporting the school's mission and its ongoing functions.
2. I agree that my child will follow school rules and policies and abide by them.
3. I am fully aware of the amount of the Annual School Fee to be collected, the mode of collection by 2 installments and the corresponding Withdrawal and Refund Policy. I promise to pay all fees on time.
4. I agree that my child will acquire a laptop of the chosen model (Apple MacBook Air 13" with external DVD Drive) and will bring it to the school every school day for learning purpose.
5. If I choose to accept the recommendation for ESL and/or Math Remedial classes, I agree and consent to pay the extra costs associated for the classes where applicable.
6. **For Grade 7-10: I GIVE permission** for my child to visit YMCA during the "Sports and Activities" class on Fridays.

I also GIVE permission for my child to help with the "Global Leadership" projects at Centers and Nurseries of the Lutheran Social Service or at other places on Fridays.

7. For All Grades: I GIVE permission for my child to participate in the Healthy School Program with a Drug Testing Component (HSP (DT))

8. The following sample signatures are provided to verify all correspondence with the school from me, my spouse and the guardian (if any).

X	X	X
Mother	Father	Guardian (if any)

Signed by: _____
(Parent/Guardian)

Signed by: _____
(Student)

Date: _____

Withdrawal and Refund Policy

Withdrawal Policy

- Concordia International School recognizes the right of currently enrolled students and families to consider other educational options during the school year.
- Should the situation arise where a family wishes to withdraw their child from the school, the family is required to provide the General Office with written confirmation one calendar month in advance of the date of withdrawal.
- Families are reminded that by registering their children in Concordia International School, families have entered a contractual agreement with the school for their children to study in this school for at least one school term. The school operates on a fixed budget based on projected enrollment, all school fees received are non-refundable.
- If a student does not attend the school after registration for a continuous period of 2 weeks without any approval from the school, the child's school place will be cancelled. All school fees paid will be forfeited.

Refund Policy

- It is important for families to realize before they register their children in Concordia International School that school fees are collected by school term in CISHK and not by calendar month as with some other schools. This school is approved by the EDB to collect the annual school fees in 2 installments to cover services provided to students term by term. Therefore, parents pay fees twice a year at the beginning of each term. Parents facing financial difficulty may consult the Principal for an alternative arrangement.
- To reserve a place in the school for an upcoming school year, an **Advance Fee** of HK\$15,000 is required. This should be paid immediately upon receiving the letter of acceptance for new students and before the end of May for returning students. The advance fee is refundable before 31 July for returning students, and before the last day of the period of offer for new students. Payments are strictly non-refundable thereafter. The advance fee is fully deductible from the first installment.
- If a child does not attend the school after the place is accepted and registration is completed, the registration fee of \$15,000 will be forfeited. Parents should consider carefully before making any payment.
- For the benefit of our students and stakeholders, the school operates on a precisely configured fixed budget based on projected enrolment. Families are informed that any refund of school fees, in partial or full, is not possible.
- Besides the School Fees, parents also need to pay refundable **Miscellaneous Costs** before the commencement of the first term for out-sourced and/or above standard programs and for other personal expenses during the year. If a family has already given the General Office written notification to withdraw a student one calendar month in advance, then the un-used portion of the Miscellaneous Costs will be refunded.

Payments

- Please note that this school holds parents, not employers, to be liable for all school fees and other payments due to the school. Where payments are made by employers, it is the parent's responsibility to ensure that the company makes payment.
- Concordia International School adopts a rolling admission policy to assist expatriates relocating to Hong Kong during the year, students can be admitted after the term has begun and fees will be calculated on case by case basis, quarterly or monthly as appropriate.
- Service is held on all school records if school fee payments remain outstanding.
- Late fees (0.5% of fees owed) will be incurred within one week after the payment due date. Parents/Guardians should inform the school of any payment concerns that may arise.

68 Begonia Road, Yau Yat Chuen, Kowloon, Hong Kong

Tel: (852) 2789 9890/2397 6576 Fax: (852) 23928820

Email: email: office@concordiaintl.edu.hk