Fees for School Year 2013/14
(All amount in Hong Kong Dollars)

**Tuition Fees**
Year 1 to Year 6 $91,000 per annum

Payment options:

After the initial one month deposit is received on enrolment, families can pay via either:

**AUTOPAY** — Nine (9) monthly instalments of $9,100 are payable on the first business days of September through to May of the school year; or

**CHEQUE / BANK TRANSFER** - Three (3) equal instalments of $27,300 payable in advance on invoice and due in August, November & February.

Tuition fees do not include costs of compulsory school uniform and school bus.

**Capital/ICT Levy**
Payable on acceptance of re/enrolment offer $10,500 per annum

**Reservation Fee**
Payable (once only) on acceptance of an enrolment offer to reserve a new student’s place. $9,100 deposit

**Other Fees**
Late Payment Fee $200 per month
Returned/Dishonoured Payment $200 per item
Learning Support Fees (if required) per separate fee schedule
Field trips, After School Activities etc. charged per item

All amounts paid on or prior to enrolment are non-refundable, non-transferrable and non-deferrable.

If the tuition fee is not settled within 14 days after the first working day of the term, we will charge the late payment fee.

Registration will only be completed after the School has received the tuition fee deposit.
Early Withdrawal

Withdrawal from the School at any time prior to the commencement of the said school year will automatically forfeit the enrolment place along with all re/enrolment monies paid.

Withdrawal After Commencement

After a student has commenced in the enrolled school year, a minimum of two (2) full school month’s written notice is required to avoid two (2) additional months tuition fees being payable in lieu of notice.

Payment Method

I. Bank Transfer - Island Christian Academy accepts bank transfer to our HSBC account, 004-848-333118-001. After the bank transfer, please fax a copy of the remittance slip/deposit slip/bank receipt to 2858 7271, or email it to finance@generations.edu.hk, or submit it to our school receptionist.

II. Crossed Cheque – If you choose to pay the tuition fee by termly instalment (3 months), you can settle via cheque. All cheques should be crossed and made payable to “Island Christian Academy” and mailed to Island Christian Academy, 70 Bridges Street, Sheung Wan, Hong Kong. Alternatively, you may submit it to our school receptionist.

On the back of the cheque, please indicate the student full name, class and your invoice’s account number e.g. 4C000XXX (if known). A single cheque may be issued for more than one student.

III. Autopay - If you choose to pay the tuition fee by monthly payment, please contact our school receptionist or e-mail office@islandca.edu.hk for a Direct Debit Authorisation Set-up Form.

Please follow the instructions for setting up the Direct Debit accounts:

i. Fill in the Direct Debit Authorisation Set-up Form.

ii. Leave the “Debtor Reference” field blank as we will complete it.

iii. Submit the completed form to our school office for checking. PLEASE DO NOT SUBMIT THE FORM TO YOUR BANK DIRECTLY.

Other Notes

- Debentures: Island Christian Academy does not issue any Debenture or similar notes.
- All fees are reviewed annually and payable in Hong Kong Dollars.
- Please settle the termly tuition fee on or before the first working day of the term.
- The school does not accept tuition fee payments via Cash or Credit Card.
- Students will not be allowed to attend classes if tuition fees are not paid.
- The school reserves the right to terminate the enrolment of any student with outstanding fees.