

Tuition and Fees Policies

Effective January 1 2016



APPLICATION TIMELINE

- I. Parents make initial contact with the school and provide introductory student information.
- II. Parents tour the school facility and meet with the Principal.
- III. Parents bring the completed application and following materials to the Admissions officer, or submit on <https://qais.openapply.com>:
 - Original, official transcript or school record from previous school, translated into English.
 - Recommendation letters if requested
 - Photocopy of student's and one parent's passport and current visa
 - One recent passport-sized photo
 - Health Examination form
 - Legal Certificate of Guardianship (if parents are not living in Qingdao)
 - Application fee
- IV. Student is assessed by an Academic Affairs representative, and takes the English Language Proficiency exam (Secondary, non-native speakers). Parent (Lower School) or student (Upper School) meets with Division Head.
- V. Parents remit tuition fees.
- VI. Orientation and WIDA assessment are scheduled.
- VII. Student attends class.

FEES POLICIES

Language Support

QAIS has open admissions and provides extensive, targeted English language support for all students in the form of extra ESL classes (when needed) in order to ensure universal, meaningful participation in our rigorous academic programs and school life. QAIS requires an English language assessment for all students entering Grades 7-12 who are not native English speakers, and all students receive WIDA testing after admission to ensure that they receive appropriate instruction.

In order to enroll in Grade 7 or 8 at QAIS, a new student must score A2 or higher on the Oxford Online English Exam. These students will participate in the full Middle Years Program, comprised of 8 subject groups. Students who score A1 or A0 on the Oxford English Language Exam will not be eligible for admission to QAIS.

A student entering Grade 7 or 8 who scores A2 on the entrance exam (beginner) may enroll in an intensive ESL program at an additional fee of ¥12,000/trimester.

Students wishing to enter Grade 9 or 10 must score B1 or higher on the Oxford Online English assessment in order to be considered for enrollment.

Students wishing to enter the full IB Diploma Program in Grade 11 must score B2 or higher on the Oxford English assessment prior to enrollment.

Evaluation Period

Students enrolling at QAIS for the first time will be evaluated for 60 days so that the school can determine the level of support the student requires. If a student shows a cognitive or emotional need, the school will discuss counseling and academic assistance options with the family. If any condition prevents the child from participating in school life, QAIS will support the family in withdrawing from the school to secure adequate care for the child.

Denial or Retraction of Admission

QAIS may retract admission if a student is expelled for acts which are a violation of school rules and regulations. QAIS may also retract admission if there is a failure to pay tuition and fees on a timely basis, without prior written authorization from QAIS Administration.

Siblings

Families with one child enrolled at Qingdao Amerasia International School may receive a discount of 5% from the tuition price of enrolling each additional child at the school. (We consider the child in the highest grade as 'first', regardless of when each child enrolled.) The third child is discounted 10%; the fourth (and any subsequent children) will be discounted 15%.

Payment Currency

All tuition and fees are based on the renminbi amount. QAIS can also accept payment in US dollars to the account listed on the tuition guide; however, the payee assumes all fees related to international transfer and exchange, such that the amount QAIS is able to withdraw in renminbi is equal to the balance due. If QAIS is able to withdraw more than the stated amount, the surplus will be returned to the payee in cash renminbi.

Payment Deadline

Tuition payment must be received by the school before a student may attend class. Parents are responsible for seeing that payment is properly made, and for notifying the school of payment. For mid-year applications, the tuition fee should be paid within seven (7) days after issuance of the invoice, and in any case before the student begins to attend school.

Early Payment

Families paying the full year's tuition before April 30, 2016 may receive a discount of ¥2,000 on their children's tuition.

Late Enrollment

For mid-year applications, the tuition fee will be calculated on a weekly pro-rata basis, based on a 36-week period and inclusive of the week in which the student plans to start attending school.

Withdrawals

Students leaving the school are required to clear all obligations before final records will be forwarded to the next school.

Refunds

If a student voluntarily withdraws from QAIS, tuition may be refunded according to the schedule below. Nutrition and transportation fees will be returned on a pro-rata basis, counted from the first day of the month following the student's last day of school.

Refunds may be paid by check, or by bank transfer. Any refund by bank transfer must be paid to the same account from which initial payment was made. No refund can be given in cases where a fapiao cannot be provided.

Refunds will follow the procedure below.

1. Parent submits a written request for withdrawal and tuition refund, along with the original fapiao, and bank information for the account from which the payment was initially made. Information must include the name and address of the account owner, the name of the bank and address of the bank branch, and the bank's SWIFT code. If payment was made through an exchange agency or any other third party, the refund must be paid through the third party. The recipient is responsible for any agency fees associated with the refund process. Student submits a sign-out form (available from Reception) to ensure that all materials have been returned and bills have been paid.
2. Parent visits QAIS (if possible) to verify bank details and sign a settlement confirming the amount which QAIS will refund.
3. QAIS pays the refund.

Those paying full tuition will be eligible for refunds as follows:

Date of Withdrawal	Maximum Tuition Refund
Before start of Fall Term	95%
Before Sept 30th, 2016	75%
Before Dec 16th, 2016	50%
Before Jan 31st, 2017	25%
After Jan 31st, 2017	No refund given

Those paying half-year tuition will be eligible for refunds as follows:

Date of Withdrawal	Maximum Tuition Refund
Before start of Fall Term	95% of paid amount
Before Sept 30th, 2016	50% of paid amount
From Oct 1st, 2016	No refund given
Before Feb 28th, 2017	50% of paid amount
From March 1st, 2017	No refund given

Temporary Leave

For temporary leave, the parent must notify the school in advance, in writing and with reasons for the leave and a scheduled date of return to resume enrollment. Failure to notify the school of an upcoming leave may result in the loss of the student's place in an impacted class. There will not be any refund of tuition or fees for a student on temporary leave.

Application Fee

The Application Fee is a one-time payment for new students, to cover administrative costs related to enrollment. This fee is non-refundable. A shouju will be provided on payment. When tuition and fees have been paid, the parent may bring the shouju to the accounting office for the ¥3,000 to be reflected on the fapiao.

Late Fee

All tuition payments and outstanding balances are subject to a late charge if not paid within the specified deadline. The late charge is 2% per month for the current school year. If an arrangement for payment of fees is not made within 30 calendar days of its due date, the student may be suspended from school, and the seat will be open to new applicants.

Waiting Pool

In order to maintain an effective teacher:student ratio in all of our programs, QAIS will open a waiting pool for students wishing to join any class that has reached capacity. A student will be included in the waiting pool only after submission of all application documents, and payment of the application fee. If an enrollment opportunity arises, the Admissions Committee will evaluate the suitability of the candidates in the waiting pool based on the needs of the classroom, and notify parents if a child is admitted. The family will have one week to consider the offer, pay the balance of tuition and fees, and complete enrollment at QAIS. If the decision cannot be made within one week, the offer will be rescinded, and another candidate will be selected.

Deposit

A deposit of ¥2,000 is due at time of enrollment, and the school will issue a shouju (receipt) for this amount. This deposit is refundable when a student withdraws or graduates from QAIS, provided there are no outstanding fees for lost and/or damaged books, materials, equipment, or facilities. Payment for damage is due within 15 days of the invoice date and is refundable if the lost item is found and returned in good condition. If no payment is received, the amount will come out of the student's deposit. On withdrawal or graduation, the school will issue a *fapiao* for any amount withheld from the deposit.

Uniform

A QAIS school uniform is required for all students from Early Childhood to Grade 12 (not required for Toddlers). Uniforms are intended to achieve a similarity of appearance, clearly identifying the students as part of QAIS, while minimizing distractions due to clothing choice. Students who choose not to arrive at school with their uniform will be given a uniform to wear for the school day. The student will be charged a rental and dry-cleaning fee of ¥50 for the day, which may be deducted from the deposit if unpaid.

The ¥1,800 uniform fee paid at enrollment includes complete Sport uniform, Formal uniforms (one each for Summer/Autumn), and polo shirts. In subsequent years, the uniform fee is not billed along with a student's tuition; replacement articles may be purchased individually, as needed.

Proof of Receipt

QAIS will provide an official invoice (*fapiao* 发票) when payment has been received. If payment is coming from a company, please provide the company registration information in Chinese.

Computer

Secondary students are required to have their own laptop computer. The computer must run Mac OS 10.7 or higher. Each student is responsible for making sure that his/her computer remains in good working condition for any word processing, web browsing, or other classroom uses. This includes ensuring that the battery is charged, that software is up-to-date, etc.

Student computers must run licensed, recent versions of Microsoft Word, PowerPoint, and Excel; Pages, Keynote and Numbers (from Apple's iWork suite) are also recommended for students using a Macintosh OS. At time of writing, 'open-source' software suites are not recommended.

QAIS recommends that students buy a Macintosh laptop with AppleCare warranty. This is due to the general user-friendliness of the Mac platform; the durability of construction; and the absence of malware when compared with machines running Windows. QAIS will gladly use our education discount to assist students with the purchase of a MacBook Pro or MacBook Air, with AppleCare warranty, from our authorized vendor. Prices are updated regularly; please ask the admissions office for the current selection.

Tuition and Fees

2016-2017



Program of Study	Cost
Montessori Toddler	¥140,000 / year
Montessori Early Childhood	¥136,600 / year
Grades 1-6	¥162,000 / year
Grades 7-10	¥175,000 / year
IB Diploma Programme (Grades 11-12)	¥196,000 / year
Fees Item	Cost
Application Fee (non-refundable)	¥3,000
School Nutrition (daily snack and lunch)	¥6,000 / year
School Transportation (bus transport to and from school)	¥6,000 / year
Uniform (complete set)	¥1,800
Language Support (Secondary only; English A2)	¥12,000 / 12 weeks
Deposit (refundable on graduation or withdrawal)	¥2,000

Bank Information

Payment may be made by cash or bank transfer. Bank information is as follows:

Account Holder: Qingdao Amerasia International School 青岛美亚国际学校
Bank Name 开户行: Bank of China Qingdao Xianggang Xi Lu Sub-branch. 中国银行青岛香港西路支行
Bank Account Number 账号: 2403 1242 6983
Swift Code: BKCHCNBJ500

QAIS may also accept payment to this account in US dollars. Please see Admissions Policies for information on paying in other currencies.

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