

## HKIS Reservation Deposit Payment and Refund Policy 2024-25

(Applicable only to Existing Students)

1. **Full payment of the Reservation Deposit will reserve a place for an existing student. This Reservation Deposit will be credited towards the annual school fees (tuition fee and capital levy). Please note that prorated deposits are not available.**
  - a) Parents are responsible for timely payment of the Reservation Deposit, regardless of whether the deposit is paid by their employer or other third party.
  - b) The Reservation Deposit paid each semester is not transferable to another student, sibling or semester.
  - c) This payment and refund policy is applicable only to the Reservation Deposit and not to other fees.

2. **Reservation Deposit invoice and payment due dates:**

1 <sup>st</sup> Semester 2024-25	Invoice Date: March 7, 2024	<b>Payment Due Date: March 28, 2024</b>
2 <sup>nd</sup> Semester 2024-25	Invoice Date: October 10, 2024	<b>Payment Due Date: October 31, 2024</b>

3. **Refund Policy:**

Refunds of the 2024-25 Reservation Deposit will only be available if written withdrawal and refund request notifications are received within the stipulated deadlines below. These deadlines are strictly adhered to.

**First Semester - Withdrawal Notification received:**

On or before March 31, 2024	100% of the 1st Semester Reservation Deposit
From April 1, 2024 through June 15, 2024	50% of the 1st Semester Reservation Deposit
On or after June 16, 2024	No refund

**Second Semester - Withdrawal Notification received:**

On or before October 31, 2024	100% of the 2nd Semester Reservation Deposit
From November 1, 2024 through November 30, 2024	50% of the 2nd Semester Reservation Deposit
On or after December 1, 2024	No refund

Refunds after the dates stated above are not available, regardless of whether the student attends HKIS and/or whether classes are held on campus or online.

**Written notification to HKIS is required as follows:**

- (i) Withdrawal notification to the Office of Admissions ([admissions@hkis.edu.hk](mailto:admissions@hkis.edu.hk)) **and**
- (ii) Refund request to the Finance Office ([billing@hkis.edu.hk](mailto:billing@hkis.edu.hk)).

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### Payment Methods

1. **By Bill Payment:** Settle via your Hong Kong personal online banking platform
  - 1) Select "Bill Payment"
  - 2) Merchant: Hong Kong International School
  - 3) Bill Payee Account #: **Input the HKIS Student ID#**
  - 4) Select your preferred payment account (please note no reward points are applicable for credit card payments)
  - 5) Multiple payments are acceptable if the total amount payable exceeds your daily limit
2. **By Bank Transfer:**
  - 1) Please reference the **Student Name and HKIS Student ID#**.
  - 2) Email your bank payment confirmation advice to [billing@hkis.edu.hk](mailto:billing@hkis.edu.hk)
  - 3) **All bank charges are to be paid by the remitter; the full invoice amount must be received by HKIS**

**Beneficiary Bank:** Citibank, N. A.  
**Account Name:** Hong Kong International School Association Ltd.  
**Bank Address:** 3 Garden Road, Central, Hong Kong  
**Bank Code:** 006  
**Branch & Account No:** 391-17775795  
**Swift Code:** CITIHKHX (only required for overseas transfers)
3. **By Direct Debit Authorization (DDA) – (available only to existing students and for mandatory school fees):**
  - 1) DDA can be made without any service charge; please note that applications take approximately 4 weeks to process.
  - 2) Please complete the DDA form available on the HKIS website and forward the signed DDA form directly to the HKIS Finance Office for processing – please do NOT submit it to your own bank.
  - 3) Your designated bank account will be automatically debited for the total amount due on the due date shown on the invoice.
  - 4) An administration charge of HK\$250 will apply if your designated bank returns the direct debit.
4. **By Check:** Payable to "**Hong Kong International School Association Limited**" and deposited to HKIS Citibank HKD a/c 391-17775795.
  - A single check may be issued for more than one student.
  - Email your bank deposit slip to [billing@hkis.edu.hk](mailto:billing@hkis.edu.hk), noting the Student Name and HKIS Student ID#.
  - **Please request the bank cashier to input the HKIS Student ID# when you deposit the check.**
  - An administration charge of HK\$150 will apply for bounced checks.
5. **By PPS:** PPS payments may be made via phone or online via [http://www.ppskh.com/index\\_e.html](http://www.ppskh.com/index_e.html) (HKIS Merchant No. is 9899)
6. **By Cash: All cash is to be deposited directly to the HKIS Citibank HKD deposit account no: 391-17775795.**
  - Email your cash deposit slip to [billing@hkis.edu.hk](mailto:billing@hkis.edu.hk), noting the Student Name and HKIS Student ID#.
  - **Please request the bank cashier to input the HKIS Student ID# when you deposit the cash. Please do NOT mail cash.**

**Important Notes:**

Full payment of the Reservation Deposit by the payment due date is required to reserve a place for the student. A late payment fee of 2% per month will be applied on all outstanding balances.