

FEE SCHEDULE FOR ACADEMIC YEAR 2017-18

(All fees quoted in Hong Kong Dollars and are subject to Education Bureau approval)

Grade	Total Annual Tuition (HKD)	Non-Refundable Tuition Deposit 31st March, 2017	Semester 1 Balance due 15th May, 2017	Semester 2 Balance due 15th Nov, 2017
PK1 - PK2	\$146,600	\$30,000	\$43,300	\$73,300
K - G5	\$179,700	\$30,000	\$59,850	\$89,850
G6 - G8	\$197,900	\$30,000	\$68,950	\$98,950
G9 - G10	\$206,200	\$30,000	\$73,100	\$103,100
G11 - G12	\$214,600	\$30,000	\$77,300	\$107,300

Other Mandatory Fees:

Application Fee (New Students)	- Paid upon application for admission. Please see Note 3 for further information.	\$3,000
Entrance Fee (New Students)	- Paid one time only upon admission. Fee for a family's first child admitted to HKA Fee for each additional child admitted to HKA	\$25,000 \$12,500
Family Debenture	- Each family is required to purchase one debenture upon admission to HKA. A debenture exempts one student from paying the annual capital levy. Families may purchase additional debentures to cover siblings. Debentures can be re-sold when the family leaves the school. Families without the means to purchase a debenture may opt for a deferred payment plan or apply for an exemption under the HKA financial assistance programme. See debenture application for terms and conditions.	\$570,000
Annual Capital Levy	- Paid annually for each student not nominated by a debenture.	\$26,000

Cheques should be made payable to: *Hong Kong Academy* or payment can be made by bank transfer to HSBC account number: 808-746804-001

HKA requires THREE full calendar month's written notice of withdrawal or THREE full calendar months of tuition payment in lieu of notice.

Notes on Fees:

1. **Terms and conditions of payment** - All fees are quoted in HONG KONG DOLLARS. Payment may be made either by cheque or direct bank transfer. Cheque(s) should be crossed and made payable to “Hong Kong Academy”. Cheque(s) can be mailed directly to the school or hand delivered to the school’s accounts office. If payments are settled by bank transfer, the remitter must pay for all charges incurred by both the remitting bank and the beneficiary bank so that fees are received in full. A remittance advice should then be sent by fax or email to the school’s accounts office for immediate record update. Please refer to payment invoices or contact the school’s accounts office for detailed bank transfer instructions. Overdue interest of 2% per month will be charged against the outstanding amount of overdue invoices FOURTEEN (14) days from the invoice due date. An administration fee of \$200 will be charged for any cheque presented to the school’s bank and not honoured.
2. **Withdrawal** - The school requires THREE full calendar month’s written notice of withdrawal or THREE full calendar month’s tuition in lieu of such notice.
3. **Application Fee** - The application fee is non-refundable upon payment. Paid on application for admission to the school. The application fee is a one off payment that covers the following services:
 - Family introduction and individualised visit to HKA.
 - Online application processing and maintenance.
 - Liaising with current school.
 - Student shadow days (in Secondary School).
 - Educational assessment of all application documents.
 - Meetings with Principal or Specialists, for example, therapists or Learner Support team (if required).
 - All standard face to face, group or online academic admissions assessment.
 - Specialist english language attainment assessment (if required).
 - Application is one time only and applications are valid until family enters the school (updates required by family). This means that you do not have to pay the application fee annually.

The application fee does not include:

- Extended assessments which may include Speech and/OT evaluations and classroom visits. These assessments may carry a pre-agreed additional fee and will result in specialist reports which will be the property of the parents
4. **Entrance Fee** - This is a **one-time and non-refundable fee** for all entering students. This fee is payable in full amount regardless of date of admission. This fee must be paid to secure a place.
 5. **Non-Refundable Tuition Deposit** - This portion of the tuition fee is **non-refundable** and must be paid to secure enrolment for the following academic year.
 6. **Capital Levy** - The capital levy is used to pay for capital improvements such as equipment purchases and enhancements to the school environment and facilities. **This is an annual fee and non-refundable upon payment. This fee is payable in full amount regardless of date of admission.**
 7. **Tuition Fee** - The tuition fee includes books, learning materials and local field trips. **The tuition fee is payable on or before the due date to secure a place for the academic year. Students may be ineligible to start the school year if all fees are not paid in full by the due date. The school reserves the right to free a reserved space if all fees are not paid in full by the due date. The tuition fee deposit is non-refundable upon payment.**
 8. **Excluded Charges** - The tuition fee excludes the costs of IB Diploma exam fees, after school activities, uniforms, school bus, meals etc. Students in G3 to G11 will be involved in extended overnight field trips, which are an integral part of the curriculum. Trip costs for school year 2016-17 ranged from \$3,400 for Grade 3 to \$10,000 for Grade 9-11. These trip costs and other excluded items will be charged separately. **Learner support fees may also be charged separately based on the individual needs of each student.**
 9. **School bus** - The school bus service is provided independently by Top Do Co. Ltd. The school bus registration form for each school year is available from the school’s office beginning in March each year. The completed form and the bus fees should be sent to Top Do Co. Ltd directly. For any details including cancellation and refund arrangements, parents should directly contact Ms. Summer Xia at 3689-9608 or email to topdoco@hotmail.com