

HKIS Reservation Deposit Payment and Refund Policy 2025-26

(Applicable only to New Students)

- 1) **Full payment of the Reservation Deposit will reserve a place for a new student. This Reservation Deposit will be credited towards the annual school fees (tuition fee, capital levy and entry fee). 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) The School Semester dates are as follows:
First Semester: August 14, 2025 to December 19, 2025
Second Semester: January 12, 2026 to June 17, 2026

3) **Refund Policy:**

Refunds of the 2025-26 Reservation Deposit will only be available if written withdrawal and refund request notifications are received within 10 calendar days after the payment due date or before the Semester commencement date, whichever is earlier. This deadline is strictly adhered to.

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

Written notification is required as follows:

- (i) Withdrawal notification to the HKIS Office of Admissions (hkisoffer@hkis.edu.hk) and
- (ii) Refund request to the HKIS Finance Office (billing@hkis.edu.hk).

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
 - 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 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, 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.

4. **By PPS:** PPS payments may be made via phone or online via http://www.ppskh.com/index_e.html (HKIS Merchant No. is 9899)

5. **By Cash:** All cash is to be deposited directly to the HKIS Citibank HKD account no: 391-17775795.
 - Email your cash deposit slip to 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 placement for a student. A late payment fee of 2% per month will be applied on all outstanding balances.