



Information For Parents – Fees (2019/20)

School Fees

The annual fees for **ESF International Kindergarten, Hillside** for the academic year 2019/20 are as follows:

K1 and K2 students - HK\$77,000 paid over 10 months

Refundable Debenture and Advance Fees

New students are required to purchase a **refundable debenture** and pay **the first month's tuition fees in advance** when a place in Kindergarten is accepted.

The refundable debenture has a nominal value of HK\$7,000 and is non-transferable. The debenture will be refunded within 30 days of the child's last day of attendance at the kindergarten, subject to a two month advance notice of withdrawal in writing. The first month's fees are non-refundable if the kindergarten's place is not subsequently taken up by the student.

Advance payment

Students who would like to reserve a kindergarten place for the following school year are required to make an advance payment of September's fees as a surety. The advance fees will not be refunded if a student is subsequently not returning school in the following year.

Payment of Fees

Fees are due on the first day of each month and are paid monthly by direct debit. Direct Debit Authorization forms are available from ESF Centre or your child's Kindergarten. **We recommend the "Limit for Each Month" to be set at HK\$10,000.** [Click here to download the Direct Debit Authorization Form.](#)

Statements of account and receipts are not sent to parents as fees are paid by monthly direct debit. However, payment receipts can be issued upon request. Please contact Billing Section at billing@esfcentre.edu.hk if receipt is required.

Please note that parents are held responsible for payment of school fees regardless the fees are actually paid by their employers or by any other third parties.

If fee payments are overdue, students may be excluded from school. Once excluded, students will not be permitted to re-enrol to any ESF International Kindergartens/ ESF Schools / PIS unless all outstanding fees have been fully repaid. All the fees, levies, deposits and charges in relation to



student admission are applicable to the students re-applying or returning ESF International Kindergartens/ ESF schools / PIS after exclusion. Furthermore, there is no guarantee that an excluded student will be returned to his or her former class.

Fees remain payable if a student goes on leave during term time; closure of the kindergarten as a result of a government recommendation or directive, of any kind of force majeure incident or for operational reasons.

If a student leaves or is admitted part way through the school year, attendance on any day in a particular month renders school fees payable for the entire month.

Please ensure that the Kindergarten and/or ESF Centre are notified promptly of any change of address, telephone numbers or designated bank account for direct debit.

Student Withdrawal

If your child is going to withdraw from the Kindergarten, please complete the official “Student Withdrawal Notice” and submit the notice to school admission office at least two calendar months in advance. In any event if your child will be leaving school at the end of the school year, withdrawal notice must be received **by 15 June**. Otherwise your debenture on account will not be redeemed. If a student is not returning to school in the following year and his/her parent has not informed the Kindergarten of the withdrawal **on or before 15 June**, the parent is liable to the tuition fees for September even if the student does not return to school.

The Student Withdrawal Notice can be downloaded from the school’s web-site or available at school office.

Enquiries

If you have any queries about fees, deposits or debenture, please contact our billing hotline at:

Tel: 3762 2422 or

Email: billing@esfcentre.edu.hk

Please quote your child’s student account number, which is shown on all receipts.

This summary will be updated from time to time to reflect the current ESF School Fees Policy.