



September 2018

Information For Parents – Fees

School fees for academic year 2018-19

The annual fees for **Discovery College** for the academic year **2018/19** are as follows:-

Primary students (Year 1 to 6)	-HK\$122,600 paid over 10 months
Secondary students (Year 7 to 11)	-HK\$164,000 paid over 10 months
Secondary students (Year 12 to 13)	-HK\$165,800 paid over 10 months

Deposit

New students are required to pay a **non-refundable and non-transferable deposit** when a place in college is accepted. The amount of the deposit is equivalent to two months of the prevailing amount of school fees. (Primary School: HK\$24,520, Secondary School Year 7 to 11: HK\$32,800, Year 12 to 13: HK\$33,160) The first half of the deposit will be used to offset against the first month's school fees while the remaining half will be credited against the fees for the last month of enrolment, subject to a two month advance notice of withdrawal in writing.

Non-refundable building levy

All students are required to pay a Non-Refundable Building Levy (NBL) fee of \$7,120 for the 2018/19 academic year. Payment of the NBL is spread out evenly over 10 monthly installments alongside the monthly school fees via direct debit.

Advance payment

School places for the next academic year have to be reserved through making an advance payment of September's fees as a surety. This enables us to anticipate enrolment numbers accurately for the next academic year so as to offer any unfilled places to the children on our waiting lists as early as possible.

Advance fees are usually due in July. Details about advance fees payment and reserving school place for the next academic year will be released to parents via email in early May.

Payments of fees

Fees are due **on the first day of each month**. 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.

Direct debit is mandatory in paying all school fees set out above for all students attending Discovery College. **We recommend the "Limit for Each Month" to be set at HK\$15,000 for primary and HK\$20,000 for secondary.** [Click here to download the Direct Debit Authorization Form and here for an instruction on how to fill out the form.](#) Statement 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 if fee payments are overdue, students may be excluded from school. Once excluded, students will not be permitted to re-enrol to any 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 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. **Year 12 and 13 students, who may not attend normal classes during April, May and June, are still required to pay the full annual fee.**

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 College and/or ESF Centre are notified promptly of any change of address, telephone numbers or designated bank account for direct debit.

Financial Assistance Scheme

There is a Financial Assistance Scheme available for families who experience financial hardship due to a sudden and unexpected change in circumstances. Financial assistance is not normally granted in the first year of admission. Information and application forms for the scheme are available from ESF Centre. Supporting documents on details for personal income and the circumstances from which the hardship arose will be required for all applications. Effective June 2013, the annual Non-refundable Building Levy (NBL) will be included in the means tests as part of compulsory school fees.

Student withdrawal

If your child is going to withdraw from the College, please complete the official "Student Withdrawal Notice" and submit the notice to school admission office at least two calendar months before the last attendance date. In any event if your child will be leaving school at the end of the school year, withdrawal notice must be received **by 30 April**. Otherwise your deposit on account will be forfeited.

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 levies, 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.