



Bus Fee Schedule 2020/2021

Please contact Eastway Travel Co. Ltd, ESF Discovery College school bus provider for any matters relating to school bus fees:

- Customer Service Hotline: 2980 3135 (Mon to Fri (9.00 am to 5.00 pm)
- Email: eastwaybus@gmail.com

The following schedule shows the fees set for the academic year 2020/2021

Bus Fees are payable before commencement of use of bus service and are payable in **three cheques presented by 17 July 2020.**

1. First cheque (September 2020 to December 2020) dated **15 July 2020**
2. Second cheque (January 2021 to April 2021) dated **01 December 2020**
3. Third Cheque (May 2021 to June 2021) dated **01 April 2021**

Fees are payable in full for each student who wishes to use the school bus services by cheque made payable to **Eastway Travel Co. Limited.**

Postal Address

Eastway Travel Co. Limited
No. 81 Shui Hau Village
Lantau Island
NT
Attention: Mrs. Andrea

PTA subscription fee should be according to instructions provided by ESF Educational Services Limited, ESF Discovery College or Discovery College PTA Limited.

All students will be registered for the 2-way routes identified below. There will be no one-way routes considered at present.

The bus provider will not issue invoice or receipt unless parents request through email only.

Route information with indicative pick-up & drop-off locations and times on the **Route Schedule** is available on the school website.

Bus fees: 2020-2021

Pick-Up/Drop-Off	First Cheque HK\$	Second Cheque HK\$	Third Cheque HK\$	Total Per Year HK\$
Tsing Yi	9,040.00	9,040.00	4,520.00	22,600.00
Tsuen Wan	9,240.00	9,240.00	4,620.00	23,100.00
South Lantau	8,800.00	8,800.00	4,400.00	22,000.00
Tung Chung Village	5,960.00	5,960.00	2,980.00	14,900.00
Tung Chung	5,280.00	5,280.00	2,640.00	13,200.00

The above bus fees are based on the current intake of students who have signed up for the school bus services for the 2020/2021 academic school year.

Student(s) who withdraw from the school bus services during the school year 2020/2021, and re-join(s) in the same school year, an administration fee of HK\$500.00 per student will be applied.

Eastway Travel Co. Ltd. Refund Policy

Refund Scheme for ESF Discovery College School Bus Services

Operating by Eastway Travel Co. Limited (School Bus Service Provider)

Academic Year of 2020-2021

Eastway Travel Co. Limited (School Bus Service Provider) for ESF Discovery College has put in place a Refund Scheme for ESF Discovery College school bus riders. Please see details below.

Non-Refundable and Non-Deductible from bus fees:

- ESF Discovery College/Education Bureau school holidays, public holidays, ESF Discovery College/whole ESF CPD days which are listed on the ESF Discovery College school calendar for the relevant academic school year
- Severe weather procedures as per ESF Discovery College Parent and Student Hand Book, which states typhoon signal no. 8 or Red/Black Rainstorm
- No-show of bus rider(s) on a school day
- Receipt of cheque(s) and processed by bank has been undertaken. (Applicant can only get a refund if proof of withdrawal from the school is communicated to

Eastway. Applicant requires to submit a service withdrawal form)

- Health Department or HKSAR Government decision to suspend classes for 5 continuous school days or less within the affected period of time

Refund of bus fees

Bus fees will only be refundable following the suspension of classes for over 5 continuous school days with the announcement from the Health Department or the Education Bureau of HKSAR.

Calculation of refund of bus fees

Below is a breakdown and sample cases of how the refund process is calculated and the amount to be refunded.

- All bus riders will be refunded 60% of the bus fees
- Refunds will be calculated between the contractual period for the whole school year, excluding school holidays (mid-term break and term breaks, ESF Discovery College and ESF CPD day)

Sample case 1

Bus fees will not be refunded if classes are suspended from 01 to 08 September 2020, (5 continuous school days) and resume on 9 September 2020.

Sample case 2

If the suspension of classes is from 01 September to 16 September 2020 (12 continuous school days in the month), the refund bus fees for Tung Chung will be calculated as follows:

HK\$13,200/10.5 months/30 calendar days x 16 calendar days x 0.6 refund rate
= HK\$402.00 for September 2020

Sample case 3

If the suspension from 01 September to 30 September 2020 (22 continuous school day in the month), the refund bus fees for Tung Chung will be calculated as follows:

HK\$13,200/ 10.5 months x 0.6 refund rate
= HK\$754.00 for September 2020

Sample case 4

If the suspension of classes is from 01 September to 8 September 2020 (5 continuous school days) and classes resume on 09 September 2020 to 11 September 2020, but then suspend again from 14 September to 30 September 2020 (13 continuous school days), the refund processes will be calculated as stated below:



- Refund will not be available for 01 to 08 September 2020
- Refund will be available for 14 to 30 September 2020

HK\$13,200/10.5 months/30 calendar days x 17 calendar days x 0.6 refund rate
= HK\$427.00 for 14 to 30 September

Sample case 5

If the suspension of classes from 28 September 2020 to 09 October 2020 (continuous to the following month(s) or so), the refund processes will be calculated as stated below:

- 28 September to 30 September 2020 (3 school days) + 1 October to 9 October 2020 (4 school days) = total of 7 school days.
- 01 October 2020 (National day), 02 October 2020 (day following mid-autumn festival) and 05 October (CPD day), are all excluded because of holidays

The refund bus fees for Tung Chung will be calculated by month:

HK\$13,200/10.5 months /30 calendar days x 3 calendar days x 0.6 refund rate
= HK\$75.00 for September

HK\$13,200/10.5 months/31 calendar days x 9 calendar days x 0.6 refund rate
= HK\$219.00 for October

Sample case 6

If the suspension of classes is from 14 December 2020 to 22 January 2021

- 14 December 2020 to 31 December 2020, refund will not be available for the month of December, this period is school holidays.
- 01 January 2021 to 22 January 2021 (15 school days)
- 01 January 2021 (School term break) is excluded

The refund bus fees for Tung Chung will be calculated as stated below:

HK\$13,200/ 10.5 months/ 31 calendar days x 21 calendar days x 0.6 refund rate
= HK\$511.00 for January

Refund Method

- All refunds will be processed in one go in June of every academic school year to minimize the administration workload
- The total sum of refund will be calculated toward the end of the academic school year
- Refund payment will only be processed and paid by cheque for bus rider(s) who '**discontinues**' the service for the following year. One family per cheque. Application is to be made using 'Refund Form A'. An administration fee of HK\$100.00 will not apply for early application as per the date stated on the application form. After the deadline, an administration fee of HK\$100.00 will be charged
- Refund will be made by auto-credit for bus rider(s) who '**continues**' with the bus service for the following year. (No submission of refund form and no administration fee

will be charged).

- Bus rider who '**continues**' with the bus service for the following academic school year, can apply for a refund, and the payment will be processed and payable by cheque as an alternative option. One family per cheque. Application is to be made using 'Refund form B'. An administration fee of HK\$100.00 will be charged.
- Early application can be submitted to Eastway via your child/children's bus escort. Late application will have to be by mailed directly to Eastway
- One family per application form "Refund form A" or "Refund form B"
- Refund will be invalid after the last day of July for the particular academic school year.

Service withdrawal/Continuation during the year

1. Withdrawal of bus riders from ESF Discovery College

Bus rider(s) who withdraw from ESF Discovery College, will automatically be withdrawn from the school bus services. Their seat will be offered to the next student on the waiting list waiting list, and Eastway will be notified.

Parents are to follow the service withdrawal procedure to claim for a refund for the remainder months of the school year.

If refund is available between the child's travel periods (from the commencement day the child uses the school bus service, till the last day of his/her travel), a refund can be processed and paid by cheque. Application is to be made using 'Refund Form A' and sent to Eastway by mail before the child's last day of service, or within the 30 calendar days. If no claim is made after the 30 calendar days, any refund will be forfeited.

Please also note that they are not entitled to claim any refund available after his/her last day of travel.

Sample case 1

School withdrawal notice received and acknowledged by Eastway on 30 November 2020.

If the student's last day of travel is on 30 December 2020 and the suspension of classes take place from 28 September 2020 to 09 October 2020 (Total of 7 school days). Refer to sample case 5 above.

- Applicant must submit to Eastway the service withdrawal application by 30 November and approval accepted for claim by January to June's bus fees successfully
- Applicant must submit to Eastway the Refund form A no later than 30 November and approval accepted for the claim for the amount of HK\$75.00 for September and HK\$219.00 for October successfully payable by one cheque (total of HK\$294)
- Applicant's seat will then be released from 30 December 2020 to the next student on the waiting list.

Sample case 2

School withdrawal notice received and acknowledged by Eastway on 30 November 2020.

If the student's last day of travel is on 30 December 2020, and the suspension of classes did not take place between mid-August to 30 December 2020, but is suspended after the student's last day of travel from 1 January to 14 January 2020.

- Applicant must submit to Eastway the service withdrawal application no later than 30 November and approval accepted for the claim for January to June's bus fees successfully
- No refund will be available
- Applicant's seat will then be released from 30 December 2020 to the next student on the waiting list.

Sample case 3

School withdrawal notice received and acknowledged by Eastway on 1 December 2020.

We will treat the application received by 30 December 2020 as the student's last day of travel is 30 January 2020. If the suspension of classes takes place from 28 September 2020 to 09 October 2020 (Total of 7 school days). Refer to sample case 5 above.

- Applicant must submit to Eastway the service withdrawal application by 01 December and approval accepted for claim for February to June's bus fees successful.
- Applicant must submit to Eastway the Refund form A no later than 30 November 2020 and approval accepted for the claim for the amount of HK\$75.00 for September and HK\$219.00 for October successfully payable by one cheque (total of HK\$294)
- Applicant's seat will be released from 30 January 2020 to the next student on the waiting list.

Sample case 4

School withdrawal notice received and acknowledged by Eastway on 1 December 2020. We will treat the application received no later than 30 December 2020. If the student's last day of travel is on 30 January 2020 and the suspension of classes takes place from 28 September 2020 to 09 October 2020 (Total of 7 school days). Refer to sample case 5 above. Refund application must be submitted to Eastway no later than 02 March 2020.

- Applicant must submit to Eastway the service withdrawal application no later than 01 December 2020 and approval accepted for the claim for February to June's

bus fees successfully.

- Applicant must submit to Eastway the Refund form A no later than 03 March (over 30 calendar days from the child's last day of travel), claim is forfeited
- Applicant's seat will be released from 30 January 2020 to the next student on the waiting list.

2. **Bus riders who continues with ESF Discovery College**

Parents are entitled to claim for refund if they have advised Eastway of their intention to withdraw their child/children from ESF Discovery College, and if the refund is available between the periods that their child/children ride the school bus until on their last day of his/her travel. Parents cannot claim for any refund available after of their child/children's last day of travel.

Parents are required to complete the refund 'Form A' and submit to Eastway by post only, before their child/children's last day of travel, or within the 30 calendar days after their last day of travel (with no administration charge). After the 30 calendar days, refund will be forfeited.

Sample case

If a student withdraws from the school bus service, Eastway is required to receive one calendar month notice no later than 30 November 2020 from the parent (which is before the second instalment cheque date), and the suspension of classes takes place from 28 September 2020 to 09 October 2020 (Total of 7 school days). Refer to sample case 5 above.

- Applicant must submit to Eastway the service withdrawal application no later than 30 November 2020 and approval accepted, the second and third cheque will be refunded to parents.
- If the applicant's last day of travel is on 30 December 2020. Applicant's seat will be released from 30 December 2020 to the next student on the waiting list.
- Applicant must submit to Eastway the Refund form A no later than 30 November 2020 and approval accepted for the claim for the amount of HK\$75.00 for September 2020 and HK\$219.00 for October refunded by one cheque (total of HK\$294)

3. **Bus rider who decides to stay with ESF Discovery College and rejoins the bus service of the same year**

If a student rejoins the bus services after withdrawal, and the joining is within the 30 calendar days after his/her previous last day of travel (pending DCPTA bus coordinator's seat allocation), then the previous refund application they submitted will be void.

The refund amount will be processed in June following the regular refund procedure.



Parents will be required to pay a rejoining service fee of HK\$500 to Eastway.

If refund is available between the time frame that the child exits the school bus services, the child is not entitled to process a refund for this affected period of time.

Others

Eastway Travel Co. Limited reserves the right to adjust any of the above refund and withdrawal policy and and terms and conditions without prior notice.