

## SCHOOL FEES

### Sunshine House International Pre - School (Tung Chung)

Academic Year 2022-2023 (September 2022 - June 2023)

#### Fee Structure - 10 monthly payments from September to June:

Class	Age	Days	Time	Monthly School Fee	Registration fee
Pre-Nursery	2yrs - 3yrs	5 mornings 5 afternoons	9:00am – 12:00 noon 1:00pm-4:00pm	Morning session: \$6,300 Afternoon session: \$5,500	\$970*
K1	3yrs - 4yrs	5 mornings 5 afternoons	9:00am – 12:00 noon 1:00pm-4:00pm	Morning session: \$6,300 Afternoon session: \$5,500	\$970*
K2	4yrs - 5yrs	5 mornings 5 afternoons	9:00am – 12:00 noon 1:00pm-4:00pm	Morning session: \$6,300 Afternoon session: \$5,500	\$970*
K3	5yrs - 6yrs	5 mornings 5 afternoons	9:00am – 12:00 noon 1:00pm-4:00pm	Morning session: \$6,300 Afternoon session: \$5,500	\$970*

**\*The registration fee will be, non-refundable and deducted from the first month's school fee.**

#### Administration / Application

- There is a non-refundable application fee of HK\$40. When your child is offered a place at Sunshine House, you will be required to pay the month's fee in advance as confirmation that your child is indeed taking up the place offered. *This fee will not be refunded should you decide not to take up the place at a later date.*
- Above fees include snacks provided by school. School uniform, stationery fees and miscellaneous fees are collected separately.

#### Withdrawal Procedure

- Parents who wish to withdraw their children from the kindergarten must give one month's written notice to the school office, this 30-day notice does not include school holidays (please refer to the school calendar) otherwise one-month's related fees will be collected in lieu of notice.
- If the notice period extends into another calendar month, then the entire fees would be due for both calendar months as fees are not charged pro rata.

#### Fee Payments

Invoices are sent out via the student diary monthly. Parents have the option of paying on a monthly or termly basis. Receipts for cheques will be issued after clearance by bank.

**If a child does not attend school for any reason, the fees would still be due to retain a place.**

**If a child attends school or is on our class rolls for any day in a calendar month, this renders fees payable for that entire month as fees are not accepted on a pro rata basis.**

Please note: A child is deemed to be on our class rolls for the entire 30 days of the notice period.

<b>OFFICE USE ONLY</b> (本機構使用)	Date Received: (收表日期)	Application Fees Received: (收申請費日期)
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STUDENT INFORMATION (學生信息)				
Last Name: (姓)		First Name: (名)		Preferred Name: (首選名稱)
Date of Birth: (出生日期)	Gender: (性別)	Nationality: (國籍)	HK Birth Certificate no. (香港出世紙號碼)	Hong Kong Permanent Resident: (香港永久性居民) Yes 是      No (Visa Expiry date: ) _____ 否
Home Address: (住宅地址)				Home Phone No.: (住宅電話)
First Language: (第一語言)		Other Language/(s): (其他語言)		Toileting Language: (如廁表示)
Current school attending (if any): (現時就讀的學校, 如有)				

PARENTS/GUARDIAN INFORMATION (家長/監護人信息)	
Name of Parent 1: (家長姓名)	Name of Parent 2: (家長姓名)
Mobile Number: (手機號碼)	Mobile Number: (手機號碼)
Occupation: (職業)	Occupation: (職業)
Office Number: (辦公室電話)	Office Number: (辦公室電話)
E-mail Address: (電郵地址)	E-mail Address: (電郵地址)
Name of Guardian/Helper: (監護人/助手姓名)	Guardian's/Helper's Mobile: (監護人/助手手機號碼)

PERSONS AUTHORISED TO COLLECT CHILD (被授權接學生者)	
Name: (姓名)	Mobile: (手機號碼)
Name: (姓名)	Mobile: (手機號碼)

MEDICAL AND OTHER NEEDS (醫療和其他需求說明)		
Does the applicant have any allergies, prescribed medication, health or physical concerns? (申請人是否有任何過敏、需要處方藥、健康或身體問題?)	Yes (是)	No (否)
If yes, please give details: (如果是, 請提供詳情: )		
Any other medical issues? (請列舉需要注意的醫療事項(如有))		

IN CASE OF EMERGENCY	
Name of Emergency Contact: (緊急聯絡人姓名)	Emergency Contact mobile: (緊急聯絡人電話)

PROGRAM (課程)	AM (9am - 12noon) 上午班 (9 - 12 時)	PM (1pm-4pm) 下午班 (1 - 4 時)
SKYLIGHT (PN) (aged 2-3 years: birth year 2020) (2-3 歲 : 2020 年出生)		
RAINBOW (K1) (aged 3-4 years: birth year 2019) (3-4 歲 : 2019 年出生)		
CLOUDVIEW (K2) (aged 4-5 years: birth year 2018) (4-5 歲 : 2018 年出生)		
STARSEEDS (K3) (aged 5-6 years: birth year 2017) (5-6 歲 : 2017 年出生)		

ADDITIONAL INFORMATION (其他信息)				
Sibling's Name: (兄弟姊妹姓名)	Date of Birth: (出生日期)		Gender: M F (性別) (男) (女)	
Sibling's Name: (兄弟姊妹姓名)	Date of Birth: (出生日期)		Gender: M F (性別) (男) (女)	
How did you learn of Sunshine House International Preschool (Tung Chung)? (你如何知悉SSHTC幼稚園?)				
Website (網站)	Word of Mouth (Referred by _____) (口碑/介紹人: _____)	Newspaper (報紙文章)	Advertisement (廣告)	Facebook (臉書)
		Other : _____ 其他: _____		
What is the educational path you have chosen for your child? (你為孩子選擇的教育路徑是什麼?)		What are your language goals for your child? (你為孩子選擇的語言目標是什麼?)		
International School (國際學校)	Local School (本地學校)	Not yet decided (尚未決定)	English (英語)	Mandarin (普通話)
		English and Mandarin (英語和普通話)		

CHECKLIST (檢查清單)	
A completed and signed Admissions Form (填妥並簽署的報名表)	
One photograph of the applicant (affixed to the admissions form) (申請人的一張照片(貼在報名表上))	
Copy of the applicant's Birth Certificate and/or Passport (with valid HK visa, for non-local family) (申請人的出生證明和/或護照副本(有效的香港簽證·非本地家庭))	
Copy of applicant's immunization record & Report on Physical Examination (申請人的免疫記錄複印件和身體檢查報告)	
Copy of parents' HKID and/or Passport (with valid HK visa, for non-local family) (父母的香港身份證和/或護照副本(有效的香港簽證·非本地家庭))	
Application Fee of HK\$ 40 (報名費 HK\$ 40)	

PARENTAL CONSENT AND ACCEPTANCE (家長同意和接受)	
<p>1. I declare that the information given in this admissions form is true, complete and accurate. (我聲明本報名表格中提供的信息是真實的、完整的和準確的。)</p> <p>2. I understand that only completed applications, including submission of application fee, and all required documents, will be considered for the processing of my child's application. (我明白·只有填妥的申請·包括遞交申請費及所有必須的文件·才會考慮處理我子女的申請。)</p> <p>3. I understand that the school fee is payable over 10 months of the year – from Spetmber 2022 to June 2023, and to fulfill the requirements of the contract and advance fee for my child's place. (我明白須支付 10 個月學費- 從 2022 年 9 月至 2023 年 6 月 及履行合約內容及繳交留位費)</p> <p>4. I understand that the application fee is non-refundable, non-transferable, and non-deferrable. (我明白, 申請費不可退還、不可轉讓及不可推遲。)</p> <p>5. I give my consent for for Sunshine House International Preschool (Tung Chung) to use the personal data provided in this form for the purpose of processing my child's application. (我同意, 貴幼稚園使用本表格 提供的個人資料·以處理我孩子的申請。)</p>	

Parent Signature :  
(家長簽署) \_\_\_\_\_

Date :  
(日期) \_\_\_\_\_