



## **SCHOOL FEES AND WITHDRAWAL TERMS AND CONDITIONS FOR 2025-2026**

### **APPLICATION FEE**

- HKD 2,350 per student (non-refundable) for Kindergarten
- HKD 3,700 per student (non-refundable) for Primary and Secondary Departments
- The application fee should be paid online using either a Visa or Mastercard credit card.

### **ASSESSMENT FEE**

- HKD 4,300 per student (non-refundable)
- Once an assessment appointment is scheduled, the assessment fee should be paid online using the online payment system as above
- Please note that all assessment papers are kept confidential and will remain the property of GSIS. No current or past assessment papers will be released to any party under any circumstances

### **REGISTRATION FEE**

- The School will collect a Registration Fee, equivalent to one month's school fees, from all students who are enrolled. An invoice for the Registration Fee will be issued at the same time as a student's re-enrolment for the next academic year.
- The Registration Fee is offset against the first instalment of school fees. Should a student withdraw from the School before the start of the new academic year, the Registration Fee will be forfeited.

### **SCHOOL FEES FOR 2025 – 2026**

<b>Class</b>	<b>HKD per year</b>	<b>Instalment #1</b>	<b>Instalment #2</b>
Kindergarten	197,000	118,200	78,800
Primary: DVOR, K01-K05, Y01-Y06	203,700	122,220	81,480
Secondary: K06-K10, Y07-Y11	242,800	145,680	97,120
Secondary: K11-K12, Y12-Y13	256,700	154,020	102,680

- The information contained herein and in the related documents may be changed from time to time by the German Swiss International School Association Limited.

### **CONDITIONS OF PAYMENT**

- School fees are payable at the beginning of each half-year  
(Instalment #1: September to February; Instalment #2: March to June)
- Invoices are payable upon receipt. Payment can be made via the following options:
  - 1) Online banking: Bill Type 01, Merchant Name: Please search "German Swiss International School" or "The German Swiss Int'l School Association Ltd". Bill payee account number is the account number on the school fees invoice.
  - 2) Direct deposit: HSBC A/C No.: 741-106397-001, A/C name: The German Swiss International School Association Ltd
- The School fees invoice must be paid in two installments; the first installment by August and the second installment by February.
- Reduction of school fees is possible for students who qualify following completion of a financial means test. No fee

reduction will be possible in the first year of attendance at the school. Please contact the Director of Finance at [finance@gsis.edu.hk](mailto:finance@gsis.edu.hk) for more information.

- No refund of school fees will be made for any absences, suspension of classes due to inclement weather, and/or switching to online lessons.
- An agreement with any third party (such as an employer, grandparent, or other guardian) to pay school fees or any other sums due to the school does not release the parent from liability if the third party delays or defaults. It is the responsibility of parents to ensure that all fees are paid by the relevant due date as set out in the invoice.
- All school fees must be paid by the due date.
- The school reserves the right to charge a late fee payment charge of 1% per month on the school fees if it is overdue for more than 45 days.
- The school may consider legal action to recover the fees if it is overdue for over 60 days.
- In situations where the school fee invoice has not been paid in full, the School reserves the right to cease providing any educational programme and services to the student. No further notice will be given to the student.
- No school reports or references will be issued if the school fee remains overdue at the time of withdrawal or graduation
- If any amount due to the school remains unpaid when a child leaves the school, the outstanding sum will automatically be deducted from the face value of the covering debenture issued by the German Swiss International School Foundation Limited.

## **DEBENTURES**

GSIS is a registered non-profit organisation and relies on tuition fees and Government subsidies to finance the School's operational costs. GSIS recognises that over time, existing facilities will need enhancements, additions and replacements in order to maintain and continue to improve the overall School environment for our students. GSIS's Debenture scheme was conceived to meet the cost of major capital projects and provide for the sustainability of GSIS into the future.

- One Debenture for each child attending GSIS must be either nominated or purchased.
- The deadline to purchase a Debenture for students starting at GSIS is **specified in the offer letter**.
- Debentures can only be purchased after a place has been offered to the child.
- A re-allocated Debenture must be upgraded to the current value, as necessary, prior to the student starting at GSIS. This also applies for returning students whose original Debenture has remained active.

## **DEBENTURE VALUE**

There are two types of Debentures available for prospective students who are offered a place.

### **1. STANDARD DEBENTURE (REFUNDABLE)**

- Value: HKD 800,000
- Upon written application, the value of the Standard Debenture is refunded when the student leaves the school, subject to the Debenture conditions.
- A nomination of an applicant to an existing, not-assigned Debenture must be accompanied by an upgrade payment to the current Debenture value. Upon receipt of payment, the Debenture admissions priority will be granted to the applicant.
- In situations where, after acceptance of a place, a student does not begin his or her school term at GSIS or in situations where a student is withdrawn from GSIS within six months of his/her commencement date at GSIS (excluding the months of July and August), a levy representing 20% of the nominal value of the Standard Debenture will be charged and is payable immediately upon issuance of the respective invoice.

## **2. DEVELOPMENT DEBENTURE (NON-REFUNDABLE)**

- Value: HKD 350,000
- Development Debentures are non-refundable when a student leaves the school, i.e., the value of the Debenture, upon issuance, effectively becomes a donation to the School.
- Upon a student leaving the School, the Debenture shall retain a nominal value of HKD 1.00, granting the owner of the Debenture entry priority for subsequent student nominations (after the student passes entrance assessments). Development Debentures must be upgraded to the current value when being allocated for subsequent student nominations.
- The School reserves the right to change the value of its Debentures without any prior notice. The Board will determine the value of Debentures for the next school year at any time during the current school year.

### **DEBENTURE REDEMPTION**

- The redemption of Standard Debentures is subject to Clause 7 of the School's Debenture conditions.
- Debentures issued in an employer's name may only be presented for redemption during February or September of any year.
- In principle, and where applicable, a Debenture can only be presented for redemption after the student has left the school and all outstanding charges have been paid to the German Swiss International School Association Ltd. as well as the German Swiss International School Foundation Ltd. Any outstanding amount including, but not limited to, outstanding school fees, charges and levies may be deducted from the face value of the Debenture.
- To redeem a Debenture, the original Debenture certificate should be submitted, together with a letter requesting redemption, to:

Accounts Department  
German Swiss International School Foundation Ltd  
11 Guildford Road  
The Peak, Hong Kong

### **CAPITAL LEVY (NON-REFUNDABLE)**

GSIS will continue the Capital Levy scheme in 2025/2026 as an alternative to the Debentures arrangement (i.e. HKD \$800,000 Standard Debenture or HKD \$350,000 Development Debenture), for eligible students. This provides a flexible option for parents and paid annually.

- Value: HKD 40,000 per student per annum, with HKD 20,000 payable by August 1<sup>st</sup> and HKD 20,000 payable by February 1<sup>st</sup>. The Capital Levy is non-refundable.
- Capital Levy is available for new students only.
- Upon application, the parent or guardian of the eligible student is required to select either a Debenture (Standard or Development) or Capital Levy, payable at the time the offer of a place is accepted.
- The School decides the admissions priority based on a student's circumstances at the time of application and the School reserves the right to adjust the criteria based on the situation and needs.
- The number of Capital Levy applications allowed each school year will be determined by the School Management and approved by the Board.

### **STUDENT WITHDRAWAL**

#### **OFFICIAL NOTICE PERIOD**

- Parents who wish to withdraw their child from GSIS must submit a formal written notice directly to the Admissions Department by email with a minimum of 90 days before the student's last day at GSIS, excluding the months of July and August. A Head of Department, a Class Teacher or any other school staff cannot accept a withdrawal notice, whether final or provisional. In the withdrawal notice to the School, parents must specify the last day of school as well as the leaving reason of the student.

- A fee in lieu of notice will be charged for families failing to provide sufficient official withdrawal notice.
- Withdrawal notices can only be accepted if the intended withdrawal date falls within the same school year as the submission of the notice.
- In the event that an existing student does not provide a 90-day withdrawal notice prior to the leaving date, any Registration Fee that has been paid will be forfeited and fee in lieu of notice will also be charged.
- For students newly admitted into GSIS, should he/she withdraw from the School before their scheduled start date or within the first six months, the Registration Fee will be forfeited and a levy representing 20% of the principal sum of the Debenture will be charged.
- The School reserves the right to deduct outstanding school fees and other unpaid invoices from the value of the Debenture being held.

### **PROVISIONAL WITHDRAWAL**

- With the exception of the period from 1 April until 31 August, GSIS will accept a provisional notice of withdrawal in situations where it is not certain whether the student will continue at GSIS. Parents must submit the formal written provisional withdrawal notice to the Admissions Office by email.
- Should a student subsequently leave the School mid-year, after a provisional withdrawal notice has been submitted, the date of the receipt of the provisional withdrawal notice will be used to calculate the notice period. The 90-day notice period is also applicable to provisional withdrawal notices.
- A provisional withdrawal notice not confirmed in writing by 31 March will be cancelled by the School and it will be accepted that the student is remaining at GSIS for the following academic year. If it is subsequently decided that a student will not continue at GSIS for the following academic year, a new written withdrawal must be submitted and is subject to the same terms and conditions outlined under the section "Official Notice Period" above, including the late notice levy.
- A provisional withdrawal notice can be revoked at any time by a parent if it is decided that their child will remain at GSIS. Written confirmation of the parents' intentions must be submitted directly to the Admissions Department by email.

### **CONTACT INFORMATION**

#### **Admissions Office**

[admissions@gsis.edu.hk](mailto:admissions@gsis.edu.hk)

#### **Finance Department**

[finance@gsis.edu.hk](mailto:finance@gsis.edu.hk)

*Updated in August 2025*