



ANFIELD SCHOOL
The British Curriculum School in Hong Kong

FEES POLICY

Fees Policy

The school fees policy serves as a critical component of the contractual agreement between the School and parents. We encourage all families to read this policy in conjunction with the School's admission policy and the standard Terms and Conditions to understand their rights and responsibilities fully.

Fees and Other Charges

The School is dedicated to maintaining a fair and transparent approach regarding fees and charges. All parents are expected to fulfill their financial obligations by promptly paying the specified fees. To facilitate financial planning, the fee structure is published annually in advance, allowing families to prepare accordingly.

Application Fee

A fee of HK\$1,000 is charged to cover the administrative and assessment costs associated with processing all applications for entry.

The application fee is non-refundable and non-transferable.

Registration Fee (On Admission only)

Once a place is offered and accepted, a non-refundable and non-transferable Registration Fee is due immediately.

- Registration will only be completed after the School has received the Registration Fee.
- The Registration Fee will be credited against the school fees for the child's first term at the school.
- The Registration Fee is non-refundable and non-transferable if a child subsequently does not take up the Confirmed place at the School.

Tuition Deposit (On Admission Only)

Once a place is offered and accepted, a non-refundable and non-transferable Tuition Deposit is due immediately.

- Registration will only be completed after the School has received the Tuition Deposit.
- The Tuition Deposit is non-refundable and non-transferable if a child subsequently does not take up the Confirmed place at the School.

Once the child has taken up the place and attends at the School, the Tuition Deposit is fully refundable under conditions.

- The Tuition Deposit will be credited against the school fees for the child's last term at the School.
- To obtain a refund of the Tuition Deposit, parents are obliged to give "Due Notice of Withdrawal" in writing.

School Fees

Year 1 to Year 6

- School fees are non-refundable and non-transferable.
- School fees are charged monthly.
- School fees are non-refundable and non-transferable if a child subsequently does not take up the confirmed place at the School.
- If the child is to start in the middle of a term, fees will be charged on a pro-rata basis (based on a 10-month school year).

Membership Fee – Friends of Anfield

- A Membership Fee of \$500 per child is payable annually and must be paid before commencement date of studies at the School. The amount may change year by year.
- The Membership Fee is to cover the cost of the development of the School List, refreshments at school events and operational expenses of Friends of Anfield etc.
- The Membership Fee is non-refundable and non-transferable if a child subsequently does not take up the confirmed place at the School.

Other Charges (where appropriate)

Other fixed costs are the school uniform and accessories

Optional extras:

- School bus charges (pay directly to the company)
- After-School Clubs
- For pupils requiring English as an Additional Language (EAL) provision, it is a condition of admission that the cost of additional individual tuition will be the responsibility of the parents
- An additional charge will apply for SEN provision for children in the SEN class
- Residential camp for pupils in Year 4 to Year 6
- Examinations (External)
- Visits to the theatre
- Field trips

PAYMENT OF FEES

- All fees are stated in Hong Kong Dollars.
- Payments can be settled by crossed cheque. The School does not accept cash.
- Payments by cheque have to be made payable to "**Anfield School**". Please state the name and the Year group of the child on the back of the cheque.
- Parents of a child, whose fees have not been paid within 2 months, will be required to withdraw the student from the school.
- If a child for any reason is unable to attend school at the beginning of a term, the fees are nevertheless due. The School cannot undertake to remit or refund fees, whether in lieu of notice or otherwise, on account of illness, quarantine or any cause whatsoever.
- It is at the School's sole discretion to consider individual requests for alternative fee paying arrangements.
- If, for reasons beyond the School's control, the school needs to close for a limited period, the School is not liable to refund fees.

NOTICE OF WITHDRAWAL

To ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum, a Term's Notice (excluding holidays) must be given in writing. Otherwise, a Term's Fees in lieu will be due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The Formal Pupil Withdrawal Form can be found on the School's parent portal. This is the official way to give notice of a pupil withdrawal.

Intention to withdraw a child is required addressed to the Head of School as follows:

Leaving at the end of the Autumn Term	Notice must be received on or before the first day of the Autumn term
Leaving at the end of the Spring Term	Notice must be received on or before the first day of the Spring Term
Leaving at the end of the Summer Term (Not returning after the summer holiday)	Notice must be received on or before the first day of the Summer Term
Leaving during the Spring Term	Notice must be received by the first day of October (during the previous Autumn Term)
Leaving during the Summer Term	Notice must be received by the first day of February (during the previous Spring Term)
Leaving during the Autumn Term	Notice must be received by the first day of May (during the previous Summer Term)

Please note that the school fees for a full month are charged, even if only part of the month is attended.

NOTES:

- The School reserves the right to revise fees at any time at its sole discretion.
- The fees stated above are subject to approval by the Education Bureau of the Government of the HKSAR.