



FEES POLICY

Fees Policy

The school fees policy forms part of the contract between the School and parents. This policy should be read in conjunction with the School's admissions policy and the standard Terms and Conditions.

Admission Process

Harrow International School Hong Kong is a selective school that seeks to admit those pupils with the aptitude, ability and personality to thrive in and contribute to its diverse international community. Factors important in deciding which pupils to admit are:

- Academic ability
- Commitment to a broad range of co-curricular activities
- Development of relationships in and around the School community
- Alignment with the School's ethos

Given the diversity of nationalities and first languages among its pupil body, English is the only inclusive language of the School, and applicants need to be proficient in it in order to access the full range of the curriculum and the community. The School's admissions procedures, therefore, evaluate the current level of proficiency in English of all applicants in an age-appropriate way in order to assess their ability to access the curriculum.

Fees and Other Charges

The School is committed to a fair and transparent policy in respect of fees and charges. Parents are expected to pay all fees. Fees are published annually in advance and are payable in Hong Kong dollars.

Application Fee

A fee of HK\$1,500 is charged to cover the administration costs of the Admissions department in processing all applications for entry.

This fee is non-refundable and non-transferable.

Tuition fees

Tuition fees include the costs of textbooks and handouts, certain essential school supplies, some field trips, pupil activities and insurance, but exclude other mandatory costs as set out below.

- Tuition fees do not include the cost of compulsory school uniform, lunch, snacks and transport by school bus.
- Year 9 tuition fees exclude the cost of textbooks in the core subjects of English, Mathematics and Sciences. For those pupils in the Year 9 EAP programme, textbooks and examination fees are excluded.
- Year 10 to Year 13 tuition fees exclude the cost of textbooks and examination fees.
- Discounts on tuition fees will be applied for siblings who are in the School at the same time, as follows: Third child (5%); Fourth child (10%); Fifth and subsequent children (15%)
- Fees are subject to annual review and the Hong Kong Education Department Bureau's approval.

Further details on fees can be obtained from the Director of Finance, Ms. Miranda Ng at sfng@harrowschool.hk.

Boarding Fees

Boarding is available to pupils from Year 6 onwards.

Boarding at Harrow Hong Kong comprises of five nights at the School - Sunday 7.00pm to Friday 4.30pm.

Boarding Fees are subject to annual review, along with Tuition Fees.

Other Charges (where appropriate)

Resources: Year 10 to 13 pupils purchase their own textbooks for GCSE and A-Level texts as directed by the School.

Examination fees: Examination fees are charged for GCSE/AS/A2 candidates in Year 10 to 13. These fees cover the regular examination programme for each pupil's particular course of study throughout these years. Pupils undertaking re-sits of particular examinations in order to improve their grades will be charged extra fees comprising actual costs from the external examiners and administration charge.

Pupils taking PET/KET/FCE tests of English proficiency will be charged as and when they sit the exams.

Expeditions: All year groups from Year 3 upwards have a residential trip per year. In addition there will be opportunities for other expeditions, cultural visits, sporting trips and outdoor pursuits throughout the year. These are charged as extra on a pupil's fee invoice.

Individual music lessons: Fees will be charged for the whole term once enrolled. The invoice for the lessons will be sent out by the Accounting Department. No deduction of fees or make-up lessons will be arranged for either any absence from lessons or lesson cancellation caused by severe weather. If you wish to terminate your child's lessons at the end of a particular half-term period, written notice needs to be given to the Music Administrator at music.enquiries@harrowschool.hk, with a copy to the Director of Music at twiggall@harrowschool.hk, by the end of the second week back to school after the most recent holiday or half-term break. Please note that a pupil's enrolment in lessons will be continued each term and each year until written notice to terminate lessons is received.

Other expeditions and trips during school holidays: A list of trips and their cost are issued to parents annually. Deposits are collected to secure a pupil's place on the trips followed by the full amount. If a final payment is not made by the due date the pupil may lose their place on the trip. If pupils drop out of a trip money will not be refunded unless another pupil is able to take their place on the trip. If a trip is cancelled the School will work to secure a refund from the airlines/tour operators/insurance company, but parents are liable for any loss occurred due to the cancellation.

Capital Levy, Certificates and Debentures

Harrow Hong Kong is a not-for-profit organisation in Hong Kong. The School does not receive any operating or capital grants from the Hong Kong government or from any other public or private institutions.

The Capital Levy, Capital Certificates and Debentures are used to help finance the construction and maintenance of the School, the acquisition of new facilities and equipment, and additions to, enhancement and replacement of these facilities thereafter.

Capital Levy

For pupils without Capital Certificates and Debentures, there is an annual payment of the Capital Levy. The payment is non-interest bearing, non-refundable and non-transferable. The levy amount is reviewed each year. The current annual Capital Levy charge is HK\$60,000 per year per pupil. The Capital Levy is subject to annual review.

Capital Certificates and Debentures

The current batch of Individual Capital Certificates and Corporate Capital Certificates are fully subscribed. No further batch of Capital Certificates is expected to be issued in the near future. The first batch of individual debentures, valued at HK\$600,000, was fully subscribed when the School opened in 2012. No further batch of individual debentures will be issued in the near future.

For more information about the Capital Levy, Capital Certificates and Debentures, please contact the Director of Finance, Ms. Miranda Ng at sfng@harrowschool.hk.

Scholarships and Bursaries

Scholarships

Harrow International School Hong Kong offers scholarships to the brightest and most talented pupils in order to support, nurture and challenge their talent or academic prowess and dedication. We believe that Scholars will be role models and ambassadors that inspire other pupils, and that Scholars enhance and enrich the education and development of the School community.

A scholarship is a financial award for excellence and its value may be up to 20% of the School tuition fee.

A full breakdown of what the School looks for in a scholar and the application procedure can be found in the Scholarships brochure.

Bursaries

A bursary is a means-tested award for parents who could not otherwise afford the fees. Scholarship awards can be supported by bursary funding to help those who require further financial assistance to take up a place at the School and, therefore, enable the School to draw gifted pupils from all sections of the global community, irrespective of their parents' financial circumstances. The parents of such pupils will be means-tested annually to determine the level of bursary support required, but it is possible to gain virtually full remission of fees through additional bursary support depending on need. In addition, honorary scholarships with no fee reduction may also sometimes be awarded to pupils in recognition of their achievements in the School.

For more information about the School's Bursary scheme and application form, please contact the Director of Finance, Ms. Miranda Ng at sfng@harrowschool.hk.

Pupil Withdrawal

To ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum, a Term's Notice 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 Engage, the School's parent portal. This is the official way to give notice of a pupil withdrawal.

Payment Methods

Payments to the School can be made in two ways:

1. Bank Transfer

Beneficiary Bank: Hang Seng Bank Limited
Beneficiary Bank Address: 83 Des Voeux Road, Central, Hong Kong
Beneficiary Name: HARROW INTERNATIONAL SCHOOL FOUNDATION LIMITED
Beneficiary Account number: 024-787-388420-883
Swift Code: HASEHKHH
Chips No.: 010522 (for remittance from the USA only)

For all transfer payments, please ensure the Name and Year Group of the pupil are marked in the "Message to Beneficiary / Remarks" section of the remittance form, and provide a copy of the payment receipt.

*All local and overseas charges will be borne by the remitter.

2. Cheque

Please make cheques payable to 'HARROW INTERNATIONAL SCHOOL FOUNDATION LIMITED' with the name and Year group of the pupil on the back.

Enquiries

If you have any questions related to any part of the Fees policy, please contact the Finance Department: Mrs Alice Lam alam@harrowschool.hk or Ms Miranda Ng snfg@harrowschool.hk.

Please note the School reserves the right to correct administrative errors and to recover any associated shortfall in fees but will consider exceptional mitigating circumstances on a case-by-case to determine a payment plan if deemed appropriate.

This policy will be updated from time to time to reflect the School's practice.

Last updated April 2020.