



CHRISTIAN ALLIANCE
INTERNATIONAL SCHOOL

宣道國際學校

Policy and Procedures for Non-payment of Tuition Fees

Non-Payment of Tuition Fees Policy:

Overview

CAIS relies on the timely payment of tuition fees to operate and provide a quality education. This policy outlines the procedures for dealing with families who fail to pay tuition fees by established deadlines.

Payment Due Dates

Tuition fees are due in full on a fixed date of the month (as outlined by the CAIS Finance Department in the appendix) for 10 instalments of the year. Families pay tuition fees through a monthly payment plan set up with the Finance Department.

Late Payment Procedures

If payment is not received by the due date, the following procedures will be followed:

1. First Notice (within 7 days after due date): A late payment/failure of collection notice will be emailed to the parents/guardians.
2. Second Notice (21 days after due date): A second late payment notice will be sent home with the student and by email to the parents/guardians requesting immediate payment or setting up a payment plan.
3. Third Notice (1 month after due date): If no payment or payment plan is established, a late payment notice & statement of accounts will be sent home with the student and by mail to the parents/guardians.
4. Fourth notice (42 days after due date): If payment or payment plan is still not established, the statement of accounts and the final reminder will be sent home with the student and by registered mail to the parents/guardians. The student will be excluded from classes until the outstanding balance is paid or a payment plan is approved.
5. Final notice (2 months after the due date): If payment or payment plan is still not established, a meeting with the Head of School and the parents will be arranged, and the child cannot attend school. The student's enrollment may be terminated without further notice. Collections will be passed to the solicitor for further legal action.



Payments - Direct Debit

All parents/guardians should set up a direct debit account with the school to settle the tuition fees unless you are under the Mainland & Local Educational Allowances Scheme ("MLEA") offered by the Government of HKSAR. This will be excluded from the above as there is a separate schedule set out by the Government of HKSAR.

However, we appreciate the parents/guardians with MLEA setting up direct debit accounts with the school to facilitate the payments of other fees, e.g. extracurricular activities.

Penalties

Failure to pay may result in students being excluded from extracurricular activities, withholding of transcripts/report cards, and possible disenrollment.

Payment Plans

Families experiencing financial difficulties may request a payment plan by contacting the Finance Department. Payment plans will be considered on a case-by-case basis and must be applied in writing.

Others

Please note that parents are held responsible for payment of school fees regardless of whether the fees are actually paid by their employers or by any other third parties.

Fees remain payable if a student goes on leave during term time, closure of the school as a result of a government recommendation or directive, of any kind of force majeure incident or for operational reasons.

If a student leaves part-way through the school year, attendance on any day in a particular month renders school fees payable for the entire month.

Late payments of all the school fees will be observed and recorded. This will be a consideration for the re-enrolment.



We appreciate your notification to the Finance Department of any change of address, email address, telephone number or designated bank account for direct debit to avoid any unnecessary late payments.

Exceptions

The Head of School may make exceptions to this policy in extraordinary circumstances. Any exceptions must be documented and approved in writing.



(Appendix) 2025/26 Tuition Fee Payment due dates, through direct debit from the registered account with the school:

No. of instalment	Settlement due date
1	28 July 2025
2	02 Oct 2025
3	03 Nov 2025
4	01 Dec 2025
5	02 Jan 2026
6	02 Feb 2026
7	02 Mar 2026
8	01 Apr 2026
9	04 May 2026
10	01 Jun 2026