

English Lesson Tuition Policy

英文课学费规章



Tuition Due Dates 何时缴费

- The school website provides information on course due dates.
- Please note, tuition fees are lower if paid before the Early Bird deadline.
- Parents are responsible for paying tuition before the due date. The school is not responsible for sending out reminders, so it is highly recommended to mark the deadlines on your calendar.
- The school never extends Early Bird or any other deadlines.

Late Payment Charge 滞纳金

- \$10 after the regular tuition due date.

Expedite Fee 加急费

- \$20, if paying tuition on the first day of the quarter, in addition to the Late Payment Charge.

Overdue Fee 逾期费

\$10, if paying after the quarter had already started, in addition to the Late Payment Charge and the Expedite Fee.

How to Register / Pay Tuition 如何注册和缴费

- **New students:**
 - Registration fee is \$35.
 - Please download the [registration form](#), fill out, and email it to info@washingtoninternationalschool.com. We will email you the fee information. Please don't calculate the fees on your own.
- **Continuing students:**
 - Please pay tuition based on the instructions below. No need to fill out the registration form again.
 - Returning students who have taken a leave for 3 or more quarters are treated as new students (see above New Student section).
- **Please pay tuition online by Zelle:**
 - 1) Our school's business name: Washington International School.
 - 2) Our school email for Zelle: info@washingtoninternationalschool.com
 - 3) Memo needed when paying: **Student's full name, Quarter, Lesson day+time**
Example-1: **Zoe Wang, Summer, S3**
Example-2: **Tom Smith, Fall, W7**
 - 4) One payment per student per quarter. Please don't combine multiple students or quarters in one payment.
 - 5) Please forward the Zelle payment confirmation you received from your bank to info@washingtoninternationalschool.com. We will then email you the lesson instructions.

Policy for Tuition Refund, Credit, and Makeup Lessons 退款、换课、补课之规章

- **If a lesson is cancelled by school:** School offers make-up lesson, credit, or refund.
 - If choosing credit, the credit can be used for any programs provided by WIS.
 - If choosing refund, please provide your Zelle account's full name and email/phone #.
- **If a lesson is cancelled by student:** After tuition is paid, regardless of when it is paid, we don't do any schedule change or tuition adjustment. There is no refund, credit, or make-up lesson under any circumstances.