



British School of Ulaanbaatar

4.10 – School Fee Payment Procedures

The British School of Ulaanbaatar is a private educational institution and as such, the parents or guardians of students attending the School are charged fees relating to their attendance. Fees levied by the School can be split into refundable and non-refundable groups, and include;

Non-refundable Fees	Refundable fees
<ul style="list-style-type: none"> • Tuition Fee (including annual seat deposit) • Capital Development Fee • External Examination Fees (for specific year groups only) • Registration Fee (for new and returning students) 	<ul style="list-style-type: none"> • Bus Fee • Lunch Fee • Library Deposit Fee • Other fees (e.g., medical fee, Extra-Curricular Activities etc.)

Details of these fees are provided below. All fees must be paid in full by the deadline stated within the invoice unless the School has provided a written and signed agreement.

Tuition Fees

Tuition fees for the British School of Ulaanbaatar will be invoiced in three tranches over the academic year. The School Finance Department shall send a consolidated invoice by email to parents on 20 July, 15 December and 15 March (or the last prior working day should these dates fall outside the working week). The Term One payment will comprise 50% of the tuition fee, whereas the Term Two and Three payments will cover 25% each. The deadline for full payment of tuition fees is the first day of each academic term (see [4.2 – Academic Year Calendar](#) for specific dates per year).

Tuition fee payments must be paid in MNT according to the Mongol Bank official rate on the day of payment. All payments must be paid via a bank transfer. Separate payment transactions must be made for each student. The student’s full name, year group and purpose of the payment must be clearly stated on the description field of the transaction. For example: John Smith, Year Six, BSU Tuition Fee. Parents should send a copy of the confirmation of payment to: accounting@britishschool.edu.mn

Account holder: British School Mongolia			
Bank	XacBank	Trade and Development Bank	Golomt Bank
MNT account number	5000549428	415015175	1145105625
USD account number	5000549435	415015176	1145105626
SWIFT			

Tuition fees are set and approved by the Board of Directors on an annual basis and are published separately. BSU reserves the right to increase the tuition fees with a notice period of one academic year.

Seat Deposits

In May of each academic year, parents are requested to make their intentions for their child's education for the next academic year known by providing a 'seat deposit' of 500USD per child. Seat deposits secure the student's place at BSU for the following academic year and aid school planning. All funds provided for this purpose are credited towards the tuition fees for Term One for the next academic year. Please note that this payment is not required if tuition fees are paid in advance or annually. Should a student not accept the reserved place at the start of the following academic year or leave the School at a later date, seat deposits are not refundable.

Tuition Fee Discounts

- *Early Annual Payment Discount:* The following discounts shall be applied if the school fee for one academic year is paid in full. Payment of the annual tuition fee in full by 1 July provides an 8% reduction, and by 1 August, a 3% reduction. Parents are advised to contact the School Finance department to request invoices and arrange early payments if required.
- *Sibling Discount:* If two or more siblings attend the School during the same academic year, discounts on tuition fees will be provided as follows:
 - second child – 5% discount for the second child;
 - third child and following children – 10% discount for the third and each subsequent child.

This discount is not applicable if any siblings have other discounts on their tuition fees.

- *Corporate Discounts:* Please refer to the School's Corporate package which is published separately.

Student Entrance during Term-time

- If a student joins the School during the first twenty working days of Term, full tuition fees for that term will be required.
- If a student joins the School on or after the twenty-first working day of Term, the remaining fee will be calculated pro rata.
- Please refer to the School Academic Year calendar published on our website for dates and duration of terms.

Delayed Payments

- If fees are not paid by the deadline as stated on the invoice the following will apply:
 - fourteen days after the deadline, a late penalty charge of 0.25% of total outstanding payment will be applied to each day exceeding the payment deadline.
 - thirty days after the deadline, the student will be withdrawn from classes unless a written request has been submitted to the Chair of the Board of Directors and received approval. Should this occur due to delay of payment, the student and family will not be released from any payment liability payable during that time.
- Where a delay or change in payment schedule is requested by parents and formally agreed by the School, the School reserves the right to charge the penalties detailed above.

Consequences of Overdue Balances and Ongoing Debt

Should fees of any kind not be paid by the due date, the school retains the right to enforce the following sanctions;

- Student reports, academic transcripts and reference letters will be withheld and not be issues to any student, their representative or a third party;
- Access to the school's digital services (including but not limited to online learning, Google classroom, email, parental portals and databases) will be blocked;
- Re-enrolment for the following academic term or year will not be permitted;
- The student may be formally and unilaterally withdrawn from BSU.

Any student who is withdrawn from BSU due to outstanding payments as stated above may only be re-admitted when the outstanding balance and accumulated penalty charges have been paid in full. Under such circumstances, re-admission is made solely at the discretion of the School and must follow normal admissions procedures (see [4.11 – Admissions Policy and Enrollment Procedure](#)). Regardless of the student's attendance status at BSU, if no payment is received within **sixty (60) calendar days** of the payment deadline and no arrangements have been made with the School for amounts due, the account will be sent to a legal debt collection company. All payments, including penalty charges, will be due. In such circumstances, the school reserves the right to use any refundable fees paid to date (as identified above) against the outstanding school fee payments.

Refunds for Absence and Withdrawal

Written notice of the withdrawal of a student from the School must be provided by parents at least **ninety (90) calendar days** in advance and sent to the Head Master.

- If fees have been paid for the academic year in full prior to the notification of withdrawal, a refund of the balance will be provided pro-rata for the dates the student has attended BSU.
- If notice is not provided, there will be no refund of fees. If the fees were not paid, the account will be sent to a legal debt collection company:
- Student reports, academic transcripts or reference letters will not be issued to or on behalf of any students with any outstanding payments due to the School or authorized third party providers including but not limited to Tuition fees, technology fee, external examination fees, ECA charges, Library Book deposits, lunch or bus fees.

Mandated Closure and Force Majeure

Should the School be required to close due to government mandate or force majeure, the following implications on fees will apply depending on the length of closure period and the provision of education the School is able to provide:

- Short term closure of five working days or less (e.g., adverse weather):
 - There will be no refund of tuition fees;
 - Monies paid in respect of school meals, buses or ECAs for the period of closure will be credited to the fee for the same service charged for the following term.
- Closure of more than five working days:
 - In the event that teaching continues to be provided by the School through online platforms, no refunds of tuition fees will be provided. This will be enforced regardless of a student's own internet access or level of attendance of on-line lessons.

- In the event that teaching cannot be provided by the School via the online platform (e.g. In the event of a significant natural disaster which prevents this), tuition fees will be refunded in full on a pro-rata basis for each day of closure.

Capital Development Fee

The Capital Development Fee is an annual separate fee for all students established by the Board of Directors in 2022. The purpose of the fee is for developing the school to enhance the student learning experience. Primarily, this fee is charged to fund the infrastructure development required for the BYOD initiative (see [2.16 – BYOD Initiative](#)) and other services provided in the School to ensure BSU graduates are competitive in any technologically sophisticated workplace. All hardware, software, databases, and other capital equipment procured with these revenues are to support student learning experiences. The BYOD initiative includes the vision for students to have access to the technology, resources, digital content and devices both in school and at home using the same device. Furthermore, the Capital Development fee is designed to support BSU in the acquisition, installation and maintenance of up-to-date and emerging technologies to enhance student-learning outcomes. In addition, the School will enhance the medical and health provision for students and reduce our environmental impact on the local area through the development and utilization of green technologies. Examples of fee usage includes but is not limited to:

- Smart classrooms, including renovations to support technology-intensive learning;
- Specialist Computer labs;
- Learning content and content management software;
- Accessible electronic media and library databases;
- Distance learning hardware/software;
- Medical, health and development checks;
- Emergency health insurance provision;
- Environmentally sensitive technology and energy efficiencies;
- Enhanced waste management systems and recycling;
- Training and professional development to create skills and materials integrating technology into the classroom;
- Student academic support services;
- Security solutions to protect sensitive student and institutional data.

As with the annual tuition fee, the technology fee is set and approved by the Board of Directors and published separately.