



## **International Christian School DEBENTURE PROGRAM**

### **Definition of Debenture**

The debenture is a one-time, non-interest-bearing promissory note issued by ICS. It is not secured by a mortgage or charge on any ICS property or assets. The purpose of the Debenture Program is to raise capital for the long-term financial health of the school.

### **Individual Debenture Cost for Families:**

HK\$250,000 for the first child

HK\$180,000 for the second child

HK\$140,000 for the third child

No debenture is required for additional children beyond the third child.

### **Transferable Debenture**

Departing students under the Transferable Debenture Program receive debenture money after the debenture is transferred to a new student. ICS is the sole and exclusive agent handling transfers. Debenture holders cannot transfer, negotiate, or assign the debenture to other families or related parties. For withdrawal, the school requires TWO full calendar month's written notice of withdrawal or TWO full calendar month's tuition if notice period is less than this. Summer holiday does not count towards the notice period.

### **Transfer Priority**

Transfer priority is being assigned according to the following conditions:

1. Grade 12 graduates are processed first.
2. Date of enrollment at ICS (e.g., a student who enrolled in 2014 will get transfer priority over a student who enrolled in 2018).
3. Payment date of Transferable Debenture (e.g., if two students are enrolled in the same year, student who paid the debenture earlier receives transfer priority).

### **Transfer Process**

1. Debenture transfers are processed each academic quarter.
2. Once a student has officially checked out and the debenture holder has submitted the required documentation, Finance office assigns transfer priority and starts the refund process.
3. If transfer applications exceed new admissions, residual applications will be carried forward to the next quarter. They have transfer priority in the following quarter.
4. The refund will be made within 5 weeks after successful transfer. Any outstanding tuition and fees together with any withdrawal fees incurred will be deducted before the debenture monies are refunded.



### **Debenture Relief**

Acceptance into ICS is need-blind and enrollment for all students is based solely upon meeting admissions criteria.

Qualified families are eligible for a discounted debenture. Families with a documented financial need must submit a debenture relief application form and documents required. New students applying for debenture relief need to file an application with the Finance Office prior to the Acceptance of Offer Due Date stipulated on their Offer of Admission.

Debenture relief amount is based on a pre-determined matrix and is solely need-based. All applications are handled in strict confidence with each application being independently approved by the Finance Committee of the Board of Trustees.

### **Debenture Payment**

Debenture payment is due on the Acceptance of Offer Due Date as stipulated in the Offer of Admission. A Debenture Certificate will be issued by the Finance Office upon receipt of the debenture payment in full.

### **Contact Us**

Please send your Debenture Application Form to the Admissions Office, 1 On Muk Lane, Shek Mun, Sha Tin, New Territories, Hong Kong.

Please contact the Finance Office at [finadm@ics.edu.hk](mailto:finadm@ics.edu.hk) for questions regarding the debenture program.