



新哲教育

SENDELTA EDUCATION

Sendelta Notice [2023] No.001

Notice on Reimbursement of TOEFL and IELTS Exam Expenses

As an international school, Sendelta Education should use English as an important common language and official teaching language. In order to encourage faculty and staff to continuously improve their English proficiency, a reimbursement mechanism for IELTS and TOEFL exam fees is hereby established. The specific notice is as follows:

1、 Reimbursement rules

1. Teachers and staff who have been employed for at least one year can claim reimbursement for IELTS or TOEFL Exam fees based on their exam results for that year. They can only apply once per calendar year (with the highest possible reimbursement). Reimbursement will only be made in the form of examination in the examination room, and home computer exams are not within the scope of reimbursement;

2. The proportion of reimbursement amount is determined by the exam results, as follows:

TOEFL score of 100 or above, IELTS score of 7.5 or above, 100% reimbursement

TOEFL score of 95 or above, IELTS score of 7.0 or above, 80% reimbursement

- TOEFL score of 80 or above, IELTS score of 6.5 or above, 50% reimbursement.

2、 Reimbursement process

A. Reimburse the corresponding proportion based on the examination fee invoice and score report;

B. How to apply for the invoice:

- (1) Complete the relevant registration fee application form (see Annex 1&2 for details)
 - (2) Send the application to the corresponding email or fax, as follows:
 - IELTS invoice application form email to: ielts@mail.neea.edu.cn; or fax to the number 010-82345671-1-3 or 010-61957800; Contact 010-82345671 for inquiries.
 - TOEFL invoice application form email to: ibtcsr@mail.neea.edu.cn; or fax to the number 010-82345672-1-3 or 010-61957800; Contact for inquiries: 010-82345672;
 - (3) The invoice processing time is about one month. After issuance, an electronic invoice will be sent to your registered email address via email.
3. The relevant reimbursement invoice header is as follows, please choose according to your own situation:

公司名称	纳税人识别号/统一社会信用代码
深圳市讯得达教育发展有限公司	914403007839262553
深圳市福田区讯得达教育培训中心	524403040775478139
普加斯国际教育（深圳）有限公司	91440300MA5ED96A43
新哲教育发展（深圳）有限公司	91440300MA5FF3LX3R
深圳市新哲文院有限公司	91440300MA5G6TBN09

Attachment:

Attachment: 1. Invoice_ Request_ Form_ CN (TOEFL registration fee invoice application form)

Attachment: 2. Invoice_ CN (IELTS registration fee invoice application form)

The reimbursement mechanism is retroactively implemented from January 1, 2023, and the final interpretation rights belong to the Head-office's Administrative Office.

Reported to: General Manager, Deputy General Manager in charge;
Sent to all the campuses and departments;
Copy: A copy should be archived by admin offices of each campus.
