

## **SECTION 3: WITHDRAWALS**

### **12. New enrollment**

A written notice of withdrawal must be dated and given to the Office within the specified due date, in order to qualify for a refund of the deposit and to avoid the forfeiture of the same.

- 12.1 Withdrawal of a child BEFORE the enrollment exercise in the year preceding the new academic year:
  - For withdrawals received two years or earlier before the enrollment exercise, 100% of the deposit shall be refunded.
  - For withdrawals received one year before the enrollment exercise, 75% of the deposit shall be refunded.
  - For withdrawals received on the year of the enrollment exercise, 50% of the deposit shall be refunded.
- 12.2 For withdrawal of a child AFTER the enrollment exercise in the year preceding the new academic year, 25% of the deposit shall be refunded.
- 12.3 Refundable monies include a full refund of the value of uncollected purchased school items, except personalized items (e.g. name tags).
- 12.4 Withdrawal of a child AFTER the enrollment exercise with payment of book and supplementary fees and, before the advance payment of school fees:
  - The notice of withdrawal must be dated and given to the Office no later than one month after the enrollment exercise.
  - 25% of the deposit shall be refunded.
  - The book fees shall be refunded.
  - The supplementary fees shall be refunded in full.
- 12.5 Withdrawal of a child AFTER the advance payment of school fees, and before the start of the new academic year:
  - The notice of withdrawal must be dated and given to the Office no later than one month before the start of the new academic year.
  - 25% of the deposit shall be refunded.
  - The school fees are not refundable.
  - The book fees shall be refunded.
  - The supplementary fees shall be refunded in full.

- 12.6 Withdrawal of a child for reason of non-payment of school fees by the date due:
- The deposit shall be forfeited.
  - The book fees shall be refunded.
  - The supplementary fees shall be refunded in full.
- 12.7 When a child is absent for the first three days of Term 1 without prior notice given to the Office, it shall be assumed that the child has withdrawn from the Kindergarten without giving a notice of withdrawal:
- His place shall be considered vacant and given to a new student.
  - The deposit shall be forfeited.
  - The school fees are not refundable.
  - The book fees shall be refunded.
  - The supplementary fees shall be refunded in full.
- 12.8 Withdrawal of a child in the first four weeks of Term 1 of the new academic year:
- A written notice of withdrawal must be dated and given to the Office within the period of the first four weeks.
  - 75% of the deposit shall be refundable.
  - The school fees are not refundable.
  - The book fees are not refundable.
  - The commercial educational publications shall be returned to the child.
  - 50% of the supplementary fees shall be refunded.

### **13. Current enrollment**

A written notice of withdrawal must be dated and given to the Office within the specified due date in order to qualify for a refund of the deposit and to avoid the forfeiture of the same.

- 13.1 Withdrawal of a child for reason of non-payment of school fees by the date due:
- The deposit shall be forfeited.
  - The book fees are not refundable.
  - The commercial educational publications shall be returned to the child.
  - The supplementary fees are/are not refundable in accordance to the terms stated in Item 11 in this Handbook.

- 13.2 Withdrawal anytime within the current academic term with payment of school fees:
- A written notice must be given no later than Week 4 of the current academic term.
  - The deposit shall be refunded in full.
  - The school fees are not refundable.
  - The book fees are not refundable.
  - The commercial educational publications shall be returned to the child.
  - The supplementary fees are/are not refundable in accordance to the terms stated in Item 11 in this Handbook.
- 13.3 Withdrawal of a child in the next academic term:
- A written notice must be given no later than Week 4 of the current academic term.
  - The deposit shall be refunded in full.
  - The book fees are not refundable.
  - The commercial educational publications shall be returned to the child.
  - The supplementary fees are/are not refundable in accordance to the terms stated in Item 11 in this Handbook.
- 13.4 When a child is absent for the first three days of Term 1 without prior notice given to the Office, it shall be assumed that the child has withdrawn from the Kindergarten without giving a notice of withdrawal:
- His place shall be considered vacant and given to a new student.
  - The deposit shall be forfeited.
  - The book fees shall be refunded.
  - The supplementary fees shall be refunded in full.
- 13.5 For the current academic year, when a child is absent for a stretch of more than seven consecutive days during the school term without prior notice given to the Kindergarten, it shall be deemed that the child has withdrawn from the Kindergarten without giving a notice of withdrawal:
- His place shall be considered vacant and given to a new student.
  - The deposit shall be forfeited.
  - The school fees are not refundable.
  - The book fees are not refundable.
  - The commercial educational publications shall be returned to the child.

- The supplementary fees are/are not refundable in accordance to the terms stated in Item 11 in this Handbook.

13.6 Notice of withdrawal of a child in the next academic year given AFTER the re-enrollment exercise with the payment of the book and supplementary fees, and before the start of the new academic year:

- A written notice must be given no later than Week 4 in Term 4 of the current academic year.
- 25% of the deposit shall be refunded.
- The book fees for the next academic year shall be refunded in full.
- The supplementary fees for the next academic year shall be refunded in full.