

Please read the below **Terms and Conditions**, sign and return to us together with your child's application form..

### **Reimbursement Policy.**

Reimbursement can only be granted in the following circumstances.

- Unexpected works transfer
- Serious sickness within the family.

When applying for reimbursement, formal written notice from the corresponding authorities, (i.e., company director or doctor), a personal explanation letter plus the original invoice issued by the school must be produced. Refund requests will be honored if written notice of the withdrawal is received prior to the departure of the child. Failure to notify the school will result in non-refund of the tuition.

Refunds will be calculated according to the schedule below.

<b>Date withdrawal notice is received</b>	<b>Refund</b>
Within one week of tuition fees being paid	90% of the tuition fees will be reimbursed.
On or before the last day of the first month of the semester.	80% of tuition fees paid will be reimbursed.
On or before the last day of the second month of the semester.	50% of tuition fees paid will be reimbursed.
On or before the last day of the third month of the semester.	25% of tuition fees paid will be reimbursed.
On or before the last day of the fourth month of the semester.	10% of tuition fees paid will be reimbursed.
Any date after the last day of the fourth month of the semester.	No Refund

Please note that the registration fee and any fees paid for extra-curricular activities, summer camp or lunches are non-refundable.

The school reserves the right to use any individual or group photographs, video and/or audio recordings, taken at the school, or elsewhere, documenting students in school activities, for publicity and public relations purposes.

School tuition does not include extra-curricular activities, lunch, certain field trips or medical expenses incurred while at school. All students are required to provide proof of personal health and accident insurance.

**I have read and agreed to the terms and conditions outlined above.**

I accept    I do not accept