



School Payment

5.1 Payment

- Please refer to the tuition guideline and schedule provided by school at the time of enrollment.
- No discounts are available in the event the student is absent from the school for events such as holidays (even if for a full month or longer). Daily payments or monthly discount of the yearly fees are not available.
- Regular tuition fees do not cover the costs of a child's individual belongings (please see the student supply list), field trips, extra-curricular events and activities.

5.2 Leave of Absence

Tuition waiver during a leave of absence from school (for 6 months or 12 months only) will be applied at 50% of the usual fee, only with prior official approval from the school headmistress and the submission of "Leave of Absence Form".

5.3 Student Withdrawal

In the event you wish to withdraw your child from the school during the school year, an advance notice period of 30 business days is required at all times. Notification will not be accepted verbally and must be confirmed by filling out the official school "Withdrawal Form" with the Administration office.

5.4 Refund

- If the payment due for tuition fees is not met within the scheduled deadline, without prior notification to the school, the student is not able to commence studies in the allocated semester. If a student's tuition is not paid by the due date without any contact, the school may finalize the student's withdrawal or cancel your child's acceptance.
- In the event a student is transferring to another school or advancing to another school during a contracted enrollment period, the school will make a refund for tuition fees within two (2) months after the enrollment contract ends. The refund is made by bank transfer within two (2) months from termination of the contract. All admission fees and annual fees (including material fees, facility fees, etc.) for the following term will not be refunded. A handling fee of 3% will be deducted from the total refunded amount.
- Under unavoidable circumstances, when the school move to online classes, there will be no refund for tuition fees and annual fees.