

Refund Policy

Rationale

From time to time, international fee paying students may need or desire to withdraw from their course before completion of their intended study programme.

Purpose

There is a need to ensure that an appropriate level of refund is made, which is fair to both parties and recognizes the current and ongoing expenses incurred by the Board of Trustees.

Guidelines

1. In order to be eligible for any refund the student, parent or legal guardian shall apply in writing to the Board of Trustees (or Commissioner) explaining why they have withdrawn from their course.
2. the Board of Trustees (or Commissioner) may consider the special circumstances of the withdrawal, but shall ensure that the costs and commitments are funded before approval of a refund.
3. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of his/her course. In the case of full year students, the second half of the course commences on the first school day of Term 3.
4. No refund will be made to a student who is expelled or excluded by the Board of Trustees (or Commissioner).
5. No refund will be made to a student who transfers to another educational institution.

I agree with these Refund Conditions.

Signed:

Parent's or Caregiver's Full Name: _____

Date: ____/____/ 20__

Students Full Name: _____

Date: ____/____/ 20__