



CONDITIONS OF ENROLMENT from 1st August 2022

- The enrolment fee is due before the child's arrival for the commencement of the upcoming academic year. The academic year commences on the 1st September.
- The enrolment fee is a one-time non-refundable fee to cover administrative costs for the student enrolling for the first time in the school. A receipt of the enrolment fee will be included in the tuition fees invoice to allow parents to claim a reimbursement of such enrolment fee from their company.
- Receipt of tuition fees and forms by the stipulated date mentioned in the tuition fees invoice is a pre-condition to the student's attendance in class at the start of the academic year.
- Parents will receive a yearly school fee invoice payable before the commencement of the upcoming academic year. Payments of the school fees may be made in full or in two payment instalments - a 50% payment in July for the upcoming academic year and the balance in January of that academic year.
- Parents who decide to cancel the enrolment contract at any time before the commencement of, or during the academic year, are obliged to send a formal notice in writing to the school. Stipulations of cancellation of the enrolment contract as outlined below.
 - If a formal notice of cancellation in writing of the child's enrolment for the academic year commencing on the 1st September is received before 15th August, such cancellation notice results in a 100% credit of the yearly tuition (a 100% reimbursement in case of already paid tuition fees).
 - If a formal notice of cancellation in writing is received on or after 15th August but before 1st September, such cancellation notice results in a credit of 50% of the yearly tuition fee for that academic year (a 50% reimbursement if the full amount of tuition fees has been paid).
 - If a formal notice of cancellation in writing is received during the academic year (on or after 1st September), but before the 1st January of the following year, there will be a 25% credit of the yearly tuition fee for that academic year if the child leaves before the 1st January of the current academic year (a 25% reimbursement if the full amount of tuition fees has been paid). However, if the child leaves the school after the 1st January of the current academic year, there will be no credit nor reimbursement granted of the tuition fee.
- Regarding payment of the school fees for their child/children, please note that the enrolment of a student is an individual contract between the parents and the school, and such contract is separate to, and has no correlation to, any arrangements the parents may have with their employer.