

# 2024/2025 CISS REFUND POLICY AND SCHEDULE

## 1. Tuition Annual Fee

- Tuition fees are partially refundable in certain cases. All refunds are subject to a service charge equal to 5% of the Tuition Annual Fee in compensation for costs incurred by the School in processing the admission and withdrawal of the Student and for the costs of teaching resources committed for the full term of the Student's enrolment on the basis of the Student's enrolment.
- Refunds are quoted as a percentage of the Tuition Annual Fee and are subject to minimum tuition fees. No refunds are payable in the event that the amount of tuition paid is equal to or less than the minimum tuition fee.
- Written notice of withdrawal from the School must be given by the Parent/Guardian to the School in order to obtain a refund. The percentage of the Tuition Annual Fee that will be refunded will be determined upon the basis of the date written notice is received and the effective date of withdrawal from the School, as shown in the tables below.
- **No refund of the Tuition Annual Fee will be given if notice of withdrawal is received after the last day for receipt of written notice set out in the tables below.**
- **Start and end dates of each semester are determined by the reference to the Academic Calendar posted on the School Website and are subject to change.**

Where the Student is Enrolled for the Entire Academic Year		
Effective Date of Withdrawal	Last Day for Receipt of Written Notice	Minimum Tuition Fee Payable (%)
Prior to the first day of the First Semester	July 31, 2024	5% of the Tuition Annual Fee
During the First Semester	November 30, 2024	55% of the Tuition Annual Fee

Where the Student is Enrolled for Only the Second Semester		
Effective Date of Withdrawal	Last Day for Receipt of Written Notice	Minimum Tuition Fee Payable (%)
Before the last day of the First Semester	November 30, 2024	5% of the Tuition Annual Fee

## 2. Uniform Fee

- Written notice of withdrawal from the School must be given to the School in order to obtain a refund of the Uniform Fee. No refund will be given if the uniform has been worn.
- 100% of the Uniform Fee will be refunded if written notice of withdrawal is received on or before first day of the First Semester.

## 3. Bus Annual Fee

- A minimum of one month's written notice of withdrawal from the Bus Service must be given in order to obtain a refund.
- The Bus Annual Fee will be refunded on a pro-rata basis, based upon a 10-month year, with a part month of attendance being considered a full month for the purpose of calculating the amount of a refund.

## 4. Meal and Accommodation Fee

- A minimum of one month's written notice of withdrawal must be given in order to obtain a refund.
- The Meal and Accommodation Fee will be refunded on a pro-rata basis, based upon a 10-month year, with a part month of attendance being considered a full month for the purpose of calculating the amount of a refund.

## 5. Other Fees

- EAL Fee and any fees not listed above are non-refundable.
- The Tuition Annual Fee includes the cost of various school activities, including field trips. No refund will be provided in the event that a student fails, for any reason, to attend any such activity.

Print Name:

Date:

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