

## 18. PAYMENT AND FEES

### 18.1. Fees and Payment

- 18.1.1. New students are expected to settle all fees due, IN FULL as stated in the invoice, upon enrolment to the School.
- 18.1.2. Payment should strictly be via online transactions using School2me apps ONLY. NO CASH or post-dated cheques are allowed.
- 18.1.3. Fees are payable in advance, to be paid on or before the date as indicated in the invoice. The school reserves the right not to allow the Student to attend class until all outstanding fees have been paid.
- 18.1.4. All fees once paid are neither refundable nor transferable. They cannot be deferred to another term or year or to a sibling or another student in the school.
- 18.1.5. The Parent undertakes to pay, or arrange payment of all fees by the due date. If the Parent fails to settle any payment after the due date, the School reserves the right to suspend the Student from attending classes until all outstanding fees have been paid, failing which, the Student will be deemed to have withdrawn from the School without notice twenty-eight (28) days after the suspension period. In the event, the School also reserves the right to withhold all examinations results, certificates and school records of the Student.
- 18.1.6. School fees are due on the following 3rd day of the month.

### 18.2. Withdrawal from Schools and Security Deposit

- 18.2.1. At the point of withdrawal, the student must also be a registered student at the School. In the event the student has a long term absence of 30 consecutive days or more without informing the School in writing, the Student shall be deemed automatically to have withdrawn from the School.
- 18.2.2. In the event the Student requests for a leave of absence in writing, the School reserves the right whether to take this request into consideration subject to full payment Monthly Tuition Fee. The Monthly Tuition Fee will not be refunded if the Student does not attend School after the period of "leave of absence"

- 18.2.3. All notices of withdrawal shall be addressed to the Headmaster/ Headmistress and such withdrawal shall be deemed to take effect from the date such notice is received by the School and not from the date as stipulated in the notice / letter. If the Student is not withdrawn from the School after the said last day of attendance, a fresh notice of withdrawal shall be served on the School.
- 18.2.4. The all fees paid upon confirmation of enrolment shall not be refunded or shall not be transferable, if, after being confirmed a place, the Student does not attend School thereafter.
- 18.2.5. Any others fees paid by the Students shall be forfeited if the Student is expelled from the School for breaching the rules and regulations of the School and the parent shall forfeit all entitlement of these paid with respect to the Student.
- 18.2.6. All monies refundable must be claimed by the Parent within one (1) year from the date the child ceases to be a Student of the School, failing which the Parent shall have no claim in respect of such monies thereafter.