



Withdrawal Policy

The school's affairs are organised on a termly basis and so it is not possible for parents to reduce the amount of fees due or to obtain a refund of fees by withdrawing a child from the school. Therefore a minimum of **one full term's notice (excluding holidays)** must be given in writing to the Head of School to withdraw a child from the school. Failing such notice, the school will require the full payment of the following term's fees. For details, please refer to the Refund Policy overleaf.

Intention to withdraw a child is required addressed to the Head of School as follows:

Leaving at the end of the Autumn Term	Notice must be received on or before the first day of the Autumn term
Leaving at the end of the Spring Term	Notice must be received on or before the first day of the Spring Term
Leaving at the end of the Summer Term (Not returning after the summer holiday)	Notice must be received on or before the first day of the Summer Term
Leaving during the Spring Term	Notice must be received by the first day of October (during the previous Autumn Term)
Leaving during the Summer Term	Notice must be received by the first day of February (during the previous Spring Term)
Leaving during the Autumn Term	Notice must be received by the first day of May (during the previous Summer Term)

Please note that the school fees for a full month are charged even if only part of the month is attended.



Refund Policy

- The following is the standard refund policy of Anfield St. Bosco Koon Ying School. No negotiations will be entered into once the conditions have been accepted and the contract has been signed by the parent of the student. This policy is written with reference to the school's Withdrawal Policy.
- Once a student has taken up the place and attends at the school, a full refund of the Tuition Deposit is available under conditions:
 - Parents are obliged to give "Due Notice of Withdrawal" in writing (a full term's notice) if a student wishes to withdraw from the school before completion of Key Stage 2.
 - The full refund will be credited against the school fees for the child's last term at the school.

Students with extraordinary circumstances, such as work relocation, financial and family tragedy, who have not given a full term's notice of withdrawal, may be considered for either a full refund or a partial refund. To give a full refund or partial refund is at the Board's discretion depending on the extraordinary circumstances of each individual case. The parent or guardian on behalf of the parent must apply in writing, setting out the circumstances of the refund request and providing any additional evidence/documentation. The School Board will review the request on a case by case basis, before making a decision.

The Tuition Deposit is non-refundable if a place is offered and accepted but the child does not take up the place subsequently at the School.

- Refunds, if approved, will be made in Hong Kong dollars within a 60 day period of the pupil leaving Anfield St. Bosco Koon Ying School, assuming there are no outstanding fee balances/discrepancies pending, unless other arrangements have been made and approved by the Board of Anfield St. Bosco Koon Ying School.
- Should a student's place in the school be withdrawn due to unacceptable behaviour, no refund will be made.
- Should a student's place in the school be withdrawn due to the fact that the student's particular educational, emotional, social or health needs have not been declared on the admission application, and if the School deems that it is unable to meet the child's needs, or if additional provision cannot be mutually agreed, then the School reserves the right to ask the student to withdraw from Anfield St. Bosco Koon Ying School. In this case, refunds will be granted.