

# Udon Thani International School

## Refund policy

### **Rationale:**

To provide clear guidelines for when refunds may be given for fees or deposits paid to the school.

### **Guidelines:**

#### **Unforeseeable circumstances**

Refunds will not be given in the event the school is closed due to unforeseen circumstances (e.g. catastrophic events, force majeure etc) and/or any circumstances resulting in interruption of business. Should such an event occur, the school reserves the right to retain 100% of tuition and all fees invoiced and/or paid as of the date of such an event.

#### **Refunds are given only as credit for school fees**

Where any refunds are given (except for enrolment deposits), these are set only as credits that can be used for future invoices at the school.

#### **Tuition, material and bus fees**

The fees paid to the school represent a commitment by parents to the school. Therefore, fees that have been paid to the school are not refundable.

#### **Catering fees**

Catering fees each term are prepaid and may be discounted by up to 80% if parents do not use the school's lunch service. Any discounts are applied to the following terms catering fees. Discounts can also be given as cash, in the case of a student withdrawal only, provided three months' notice in advance of the next term dates are given.

#### **Fieldtrip fees**

If the parent has signed and returned the field trip permission slip to the school, but the student does not attend the field trip due to absence or any other reason, then there is no refund for the student. If the school is forced to cancel the field trip for any reason then:

- The transport cost cannot be refunded
- Any fixed costs for the field trip that have been divided by the group cannot be refunded. For example, if the trip included a tour guide fee that was calculated based on the size of the group.
- Any variable charges will be refunded, e.g. entry fees, lunch fees, per student item fees etc.

If a refund is to be given, the school office will calculate the required refund and arrange a credit on the student's account.

### **Extracurricular (ECA) fees**

Students who are enrolled in a paid ECA from the second week onwards will be billed for this ECA. No refunds will be given for any students that withdraw from the third week onwards of ECAs.

### **Enrolment deposits**

Students who have paid an enrolment deposit to the school are entitled to the full refund of this deposit when they withdraw from the school subject to the following conditions:

- Students provide three months' notice of withdrawal in writing to the school in advance of the next term start dates, e.g. For a withdrawal in Term 1 (August), the parent must notify the school before the end of April.
- Students who graduate from the school at the end of high school will have this deposit refunded.
- Any fees, or monies, owed to the school will be deducted from this deposit before it is repaid.
- Only the value of the enrolment deposit paid is refundable and can be repaid only to the guardians.

### **Associated policies:**

- Staff Discount Policy
- Discount Policy
- Fee Payment Policy
- Extracurricular Activities Policy

### **Review cycle:**

Date adopted:	18/1/2014
Last modified:	29/4/2025
Last reviewed:	29/4/2025
Next review date (2 year review cycle):	29/4/2027
Board approved date:	9/3/2018