Korea International School in Shenzhen
Application for Admission

photo

We welcome your application for your child. In order to complete the enrollment, it is important that all parts of this application are complete. PLEASE PRINT CLEARLY.

Date of Admission 入学日期: m/_____ d/_____y/_____

PROGRAM (5 yrs to 18 yrs)

Please check your choices 请选择:

Kindergarten 幼儿园 ( )

1st Grade 一年级 ( )
2nd Grade 二年级 ( )
3rd Grade 三年级 ( )
4th Grade 四年级 ( )
5th Grade 五年级 ( )
6th Grade 六年级 ( )

7th Grade 七年级 ( )
8th Grade 八年级 ( )
9th Grade 九年级 ( )
10th Grade 十年级 ( )
11th Grade 十一年级 ( )
12th Grade 十二年级 ( )

GENERAL INFORMATION OF STUDENT 学生信息

First Name 名: _____ Surname 姓: _____

Current Age 年龄: _____year(s) _____months. English Nickname 英文名:_____

Date of Birth 出生日期: (Month) _____(Day) _____ (Year) _____

Nationality 国籍: _____ Passport (ID) Number 护照编号:_____

Home Address 家庭住址:_____

Telephone Number 电话号码: _____

Language(s) Spoken at Home 母语: _____

Please list the names and ages of sibling 请列出兄弟姐妹姓名及年龄:_____

_____

REQUESTED DOCUMENTS / RECORDS 需提供的资料

The following documents and records are requested for enrollment application.
入学申请需提供以下资料

1. Completed Application Form 入学申请表
2. Copy of applicant's Passport and Visa 小孩护照及签证复件
3. Applicant and parents' printed ID Photos 小孩及父母打印 ID 照片
4. Copy of parents' Passport and Visa/or I.D.父母护照及签证复件或 ID
5. Medical records: immunization records, medical records 接种疫苗记录
6. Transcripts: Including report cards, official transcripts, and standardized test scores for the past one year. 学生成绩报告单：包含学生学习状况报告单，正式成绩报告单，和过去一年各科标准测试成绩分数。
7. Certificate of Enrollment 在读证明

STUDENT'S EDUCATION HISTORY 教育经历

School Name 学校名字	Country 国家	Grade 年级	Dates Attended 入学日期

ACADEMIC 学校生活

1.Has the child ever been placed in a class above or below his/her chronological age? If yes, please give details.
是否曾接受过低于或高于其智力年龄的班级教育？如果有，请提供细节。

_____

_____

2. Has the child ever been seen by an Educational Psychologist/ Occupational Therapist/ Psychiatrist/ Counsellor/ Speech Therapist/ other Specialist? If yes, please give details and include any reports.
小孩是否曾接受过教育心理学家/职业治疗师/精神病学家/私人顾问/言语矫治专家或其他专家的生活学习技能指导？若有，请提供细节以及相关任何的书面报告。

_____

_____

_____

3. Has the child ever received any special help or ever attended special classes for any learning, social, emotional or behavioral difficulties? If yes, please give details.
小孩是否在学习、交际以及情感或行为障碍方面寻求过特别的外来帮助或接受过特别教育？若有，请列明细节。

_____

_____

4. Please indicate your child's favorite subject(s):
请列明小孩特别喜爱的科目：

_____

_____

5. Interests & Hobbies: Please list your child's skills/ interests/ talents/ school awards received. (e.g. sport/music/ school team, club activities etc.)
兴趣和爱好：请列明小孩的技能、兴趣以及才能和曾获取的学校颁发的奖状。（如：体育、音乐、学校团队、俱乐部活动等）

_____

_____

_____

6. Is there anything else you would like to mention that could help us understand your child better?
小孩是否还有其他方面需要学校特别关注的，以便我们可以更充分了解您的小孩。

_____

_____

_____

MEDICAL INFORMATION 身体健康状况

Immunization Record Attached: Yes ___ No ___ Reasons, if no – a written statement from a parent or legally qualified medical practitioner as to why the child should not be immunized.
附有接种疫苗记录:有___ 没有___ 如果没有，则请出示正规医疗机构医生或父母无需接种疫苗之证明。

_____

My child has allergies: No _____ Not Known _____ Yes ____ if yes, please list allergens:
小孩是否有过敏史：没有___ 不清楚___，如果有，请列明具体有哪些过敏症状。

_____

Please comment on:
condition(s) that your child has that require(s) medical attention – such as diabetes, epilepsy, asthma, etc.
若有过往病史，请列明具体病名，如糖尿病、哮喘以及癫痫等。

physical activity restrictions 日常身体活动方面是否有不适:

_____

your child's previous history of communicable diseases: (e.g.: Chicken Pox, Hand, Foot and Mouth Disease)
小孩是否有过往传染病史：（如：水痘，手足口病等）

_____

other conditions that may require a teacher to take action for the benefit of your child's health: _____
为了小孩的健康，是否还有其他方面需要老师的特别关注：

_____

_____

TRANSPORTATION REQUEST 校车服务要求

My child will not need KIS transportation. ☐
不需学校提供校车服务

My child will need KIS transportation. ☐
需学校提供校车服务

Special Notes 特别关注事项:_____

PICK UP INFORMATION 校车接送信息

My child can be picked up by:
我小孩可由以下人员接送：

Pick Up Person #1 接送人员 1:_____

Cell Phone 手机号码:_____ Relationship to Child 与小孩关系:_____

Pick Up Person #2 接送人员 2:_____

Cell Phone 手机号码:_____ Relationship to Child 与小孩关系: _____

Pick Up Person #3 接送人员 3:_____

Cell Phone 手机号码:_____ Relationship to Child 与小孩关系: _____

SCHOOL LUNCH *Adjustments will not be made during the semester.
学校午餐* 一经确定，则后期不可更改。

My child will not have school lunch. ☐
小孩不需学校提供午餐

My child will have school lunch. ☐
小孩需要学校提供午餐

FAMILY INFORMATION 家人信息

Mother or Guardian 母亲或监护人

Last Name 姓: _____

First Name 名: _____

Employer 雇主: _____

Address: 地址:_____

Work Phone 工作电话: _____

Cell Phone 手机电话: _____

Email Address 邮箱地址: _____

Father or Guardian 父亲或监护人

Last Name 姓: _____

First Name 名: _____

Employer 雇主: _____

Address 地址: _____

Work Phone 工作电话: _____

Cell Phone 手机电话: _____

Email Address 邮箱地址: _____

Child Lives with: Both Parents____ Mother____ Father____ Other (please name) _____
小孩和谁居住： 父母 ____ 母亲____ 父亲____ 其他（请注明姓名）

Field of Work 工作领域:

Engineering 工程 ☐

Communication 通讯 ☐

Educational 教育 ☐

Finance 财务 ☐

Medical 医疗 ☐

Arts 艺术 ☐

Legal 法律 ☐

Technology 技术 ☐

Other 其它:_____

Field of Work 工作领域:

Engineering 工程 ☐

Communication 通讯 ☐

Educational 教育 ☐

Finance 财务 ☐

Medical 医疗 ☐

Arts 艺术 ☐

Legal 法律 ☐

Technology 技术 ☐

Other 其它:_____

TUITION INFORMATION 学费信息

A. Tuition Fees 学费

Grade 年级	Per Semester 每学期 (RMB)	Annual Fee 全年学费 (RMB)
Pre-K/ Kindergarten 学前/幼儿园	39,300	78,600
G1-G6 一年级至六年级	44,300	88,600
G7-G9 七年级至九年级	48,800	97,600
G10-G12 十年级至十二年级	51,500	103,000

B. Other School Fees 其他费用(Per Semester 每学期)

Application Fee 申请费(One-time payment / Non-refundable)		1,000 RMB
Entrance Fee 注册费(One-time payment / Non-refundable)		10,000 RMB
School Bus Fee 校车费	Shekou/Houhai/Nanyou 蛇口/后海/南油	4,800 RMB
	Kejiyuan/Qianhai/Nantou/Huaqiaocheng 科技园/前海/南头/华侨城	5,000 RMB
	Baoan/Qiaoxiang/Chegongmiao 宝安中心/福田侨香/车公庙	5,400 RMB
	Shangsha 福田上沙	6,000 RMB
School Uniform 校服	The fee will be charged only if an individual desire to buy an extra uniform. Additional purchase available when needed: Admin. Office, no exchange or refund after receiving. 只有学生另外增购校服的情况下才会收取校服费用，拿到校服且确认没问题之后不可提出更换或退费需求。	

C. Payment Schedule 付费时间

Fees 费用	Date of Admission 录取日期	Payment Due Date 付费期限
Application Fee 申请费	Upon acceptance submit within 10 business days. 从录取到 10 个工作日内	Submit upon the date scheduled for entrance interview and principal meeting. 从申请与校长面谈到实际与校长面谈期间
Entrance Fee 注册费		Upon acceptance submit within 10 business days. 从录取到 10 个工作日内 Upon acceptance submit before the first day of the semester. 从录取到入学期间
Tuition Fees 学费 School Bus Fee 校车费	Before January 30, 2023 2023.01.30 之前 After January 30, 2023 2023.01.30 之后	Submit before January 30, 2023 2023.01.30 之前 Upon acceptance submit before the first day of the semester. 从录取到入学期间

***Students who have overdue payments will be considered to have forfeited a place and any deposit paid will not be refunded.**
到期未付款的学生被认为自动放弃学位，且在此之前已支付的所有费用不可退回。

Fee Policy 费用政策:

Tuition Fees 学费

1. The cost of tuition covers the core instructional program. It does not include lunches, school transportation, and customized interests such as after-school activities, sports or trips are not included in the Tuition Fee. The school will not make any deductions, omissions, or refunds for absence, suspension due to behavior problems, or termination of enrollment, regardless of the reason or cause, whenever such reason or cause may occur.
   学费只涵盖核心学习项目费用，不包含午餐、校车以及其他课后兴趣班或游学等相关课外活动的费用。若因为学生学习行为问题等原因导致学生缺课或临时停课或因为其他原因导致终止入学，则已支付学费不可退，不可扣且不可免除。）
2. Tuition Fees are billed and paid by semester. There are two semesters in one school year.
   按学期支付学费，一学年有两个学期。
3. The full tuition fee is required to be settled during a given period.
   学费必须在指定的期限内及时付清。

Application Fee 申请费

1. Application Fee should be paid in full upon submission of Admission requirements. This fee is nonrefundable.
   申请费必须在提出入学申请之日起足额支付。此费用不可退。
2. Application must be submitted each time you apply for admission.
   申请费不可退且在每次申请入学时必须及时支付。
3. Submit upon the date scheduled for entrance interview and principal meeting.
   从申请与校长面谈到实际与校长面谈期间。

Entrance Fee 注册费

1. A nonrefundable one-time Entrance Fee per child should be paid once an offer of the place has been confirmed.
   学位一旦确认，则需一次性支付注册费，此费用不可退。
2. Payment of this Fee guarantees your child a place at the school. The Entrance Fee is charged to all levels.
   任何阶段的学员入读我校都需要支付注册费，学校会给已支付注册费的申请入学的学员保留学位。

Withdrawal and Refund 退学退费

Tuition 学费

If a student withdraws from the school at any time during the period from when the full tuition was paid to the day before the first school day, 80% of the full tuition paid will be refunded; 50 % of the full tuition paid will be refunded within 30 days from the beginning of the semester. No other refunds for early withdrawals can be considered after 30 days from the first school day of the semester.

从全额支付学费之日后到学校开学第一天前中间的任何时间段提出退学申请的学员，可退全额学费的 80%；而在开学之后的 30 天内提出退学申请的只可以退全额学费的 50%；学校开学 30 天后提出退学申请的则不可退学费。

School bus 校车费

If a student withdraws from the school at any time during the period from when the school bus was paid to the day before the school bus payment due date day, 100% of the school bus paid will be refunded, No other refunds for early withdrawals can be considered after the school bus payment due date day

开学前两周之前退学的学员可以申请退 100%的校车费；若申请退学发生在开学前两周之内，则不可以退校车费。

Other school fees 其他学校费

After school program, Summer/Winter camp: 70% of the fee paid will be refunded within one week from the the first day of the classes; Nonrefundable after one week.
课外学习项目，暑/寒假班：从开班之日起一周内提出退学申请的可退 70%的学费；一周之后提出退学要求的则不可退学费。

Mid-semester entry 学期中途入学

A student who enrolls the school within 45 days from the first school day of the semester, must pay 100% of the full tuition including school bus; after 45 days, 70%of the full tuition must be paid, including school.
开学后 45 天之内入学的学员需全额支付包含校车费用的 100%的学费。开学 45 天之后入学的学员需支付包含校车费用在内的全额学费的 70%。

Method of Payment
支付方式

Tuition fee are payable by bank transfer or cash.
可通过银行转账或现金的方式支付学费

Bank Name 银行名称: IBK Bank（企业银行）

Bank Account 银行账号: 0776-008444-27-001

Account Name 账户名: 深圳市韩国外籍人员子女学校

Vendor Name 学校名称: Korea International School In Shenzhen 深圳市韩国外籍人员子女学校

Tax Code 税码: 596584000022

*Notes: To prevent any confusion, call or email us to confirm on the day payment is made.
为避免相关问题，请在支付学费的当日打电话或发邮件给到学校进行确认。

☐ I fully understand the tuition information and accept all the policies above.
我充分了解以上学费信息并接受以上所有相关学费政策要求。

Signature of Parent(s) _____
家长签名

PLEASE NOTE THE FOLLOWING CONDITIONS 请注意以下条款

1. Personal data may be stored in the KIS International School in Shenzhen's (the "School") database systems (Which may be located within or outside the PRC) and online portals and if application is successful, such personal data will form part of the applicant's official student records. It may also be stored in online student resources.
学生个人信息可能会保留在深圳韩国国际学校数据库系统、关联网站以及线上学生资源数据库，这些都将构成学生的正式资料档案。

2. The School may disclose some personal data to third parties such as agencies (including the People's Republic of China (PRC) government), service providers and/ or contractors (whether companies/ organizations or individuals, within or outside the PRC) appointed by the School to undertake some of our academic and administrative functions. This includes transferring data between affiliates.
学校可能会将学员个别信息透露给第三方机构(如中国政府)、服务提供商和承包商（学校任命行使学术和行政职能的中国国内或国外的公司、组织和个人等），这也包括附属分支机构之间的学员个人信息的传递。

3. The School has right to record the image and/or voice and infinitely use the artwork and/or written work of the applicant on videotapes, films, in photographs, digital media, and in any other form or electronic or print medium and to edit such recording at its discretion.
学校有记录学员声音和保留学员照片的权利，并具有通过拍摄、电子和打印的方式使用和编辑学员书面作品和艺术作品的权利。

4. Student attends the school at his/her own risk. The student will need to participate in the group insurance plan provided by the school designated insurer. The School will not be responsible for any loss/damage to personal items belonging to the student.
学员入学自担风险。入学学员需参加学校指定保险公司提供的团体保险。学校不承担学生个人物品丢失和损坏的责任。

5.This is an optional service provided by the School to parents. While the School helps to facilitate the arrangements, the School board, administration, and staff are not subject to any liability whatsoever arising from the family's use of the bus service.
学生可选择是否使用校车服务，未申请使用校车的学员若学期中途有搭乘校车回家的行为，因此造成任何问题，学校概不负责任。

6. During the school year, adjustments will not be made, including any changes to original bus routes that may affect the other bus routes.
申请使用校车的学员学期中途不可变更接送点以及接送路线，以免对其他校车路线造成不良影响。

7. Transportation will be provided to students living within the Futian, Nanshan, Baoan, Pingzhou, Sixiang Districts of Shenzhen. For students who live beyond the designated place, parents may be required to arrange their own transportation or to travel to the nearest existing KIS bus stop point.
校车只提供服务给居住在以下区域的学员（福田、南山、坪洲以及西乡），而针对不在此区域内的学员，家长需自行安排上学方式或带学员到最近的校车接送点接送。

8. For all pickups, drivers will wait two minutes for students and then depart in order to get to school on time. For drop-offs, at central locations, it is the parents' responsibility to be there to meet the student or to train the student in how to get home on his/her own.
接学员上学时，校车最多另外等两分钟，若学员过另外两分钟仍未到达接送点，校车则必须离开并前往下一个学员接送点，以免上学迟到。校车送学生回家时，家长有责任准时到达接送点接自家小孩或教育他们如何独自回家。

9. Delays may occur because of traffic and/or natural hindrances. This does not constitute the school's failure to fulfill its obligations.
因交通堵塞或自然不可抗力导致迟到的现象时有发生，学校不承担因此造成的相关责任。

10. The school will arrange routes that do not require the child's departure from the house at an unreasonable hour. The order of pick up will be determined considering the best interests of all students on the route.
学校会基于学生合理的上车时间以及出行的方便性去尽力安排好校巴行车路线以及上车顺序。

11. Only students for whom a contract of services has been issued may ride the bus.
只有签订了学校用车服务合同的学员才可以使用学校校车服务。

12. KIS must be notified of any changes to the normal transport routine. If parents wish to alter pick up of their child from school for a special occasion or activity, they must notify the school office or homeroom teacher before 12 p.m. When a student is absent, parents should contact his/her bus monitor or call the admin office by +86-755-2683-9312 as soon as possible.
若因为某种特殊原因导致学员上车地点有任何变更，家长必须在当日 12 点前通知学校校车负责人或学生的班主任。若学生因为某种原因不能上学，家长必须第一时间通知校车跟车员或拨打+86-755-2683-9312 联系学校校车负责人。

13. Failure to comply with bus rules may result in disciplinary action, and in serious or repeated cases of misbehavior, the student's bus service may be terminated without refund.
未遵守校车规定将会导致纪律处分，若多次出现类似严重违规行为，校车服务提供将被终止且校车费不予退费。

14.In case of any inconsistency, the [English version] shall prevail.
中英文不一致的地方以[英文]为准。

I hereby read and fully understand contents and agree to be bound by it and by any subsequent amendments as notified from time to time by the school.
我已认真阅读并充分理解和遵从以上内容条款以及后期学校对以上条款的变更。

I further declare that the information and documentation submitted to KIS International is true, accurate and complete. KIS International reserves the right to forfeit a place and any deposit paid will not be refunded if any information is found to be inaccurate or incorrect.
我进一步承诺我提供给深圳韩国国际学校的信息以及相关资料真实，准确且完整。若提供的信息被发现不真实或不准确，深圳韩国国际学校有权收回学位，且已缴纳费用不予退还。

Parent/Guardian's Signature: _____Date: _____
父母/监护人签名 **日期**

Both parents of a student are required to sign on this stipulation. In the case that this is signed by only one parent when delivered to the school, the signature of one parent will be regarded as agreement by both parents.
学生父母都需要在这份书面协议上签字。若只有父亲或母亲单独签字，则也被认定为父母双方都认可的签字。

SCHOOL BUS ROUTE 学校大巴 路线 （2022-2023 Fall Semester Version）

Arriving School - 8:00AM

(Morning Schedule - For Whole School)

BUS NO.1	Bus Monitor	Mrs.Jiang: 138-2315-1213	
	Bus No.	粤B-HR559	
	6:55	金海湾花园	Golden Bay Garden
	7:07	香蜜红荔立交	Xiangmihongli
	7:10	香榭茗园	Xiangxiemingyuan
	7:12	荔林苑	Lilinyuan
	7:18	侨香公馆	Qiaoxiang Mansion
	7:23	一冶广场	Yiyiguangchang
	7:26	锦绣花园	JinXiu Garden
	7:30	金海燕花园	Jinhaiyan
		新浩城花园	Xinhaochenghuayuan
		碧海云天	Bihaiyuntian
	7:43	蔚兰海岸	Weilan Haian Phase

BUS NO.2	Bus Monitor	Mrs.Lily: 189-2848-6896	
	Bus No.	粤B-MZ316	
	7:30	太古城北区	All City North
	7:32	太古城南区	All City South
	7:36	赛嘉服务式公寓	Savils Residence
	7:39	后海公馆	HouHaiGongGuan
	7:41	海境界	Haijingjie
	7:43	栖游家园	Xiyoujiayuan
	7:45	蛇口万科公馆	Shekou Vanke Mansion

BUS NO.3	Bus Monitor	Ms.Sue: 178-0598-8960	
	Bus No.	粤B-MA317	
	7:30	望海公馆	Wanghaigongguan
	7:34	半岛城邦1期	Peninsula Phase1
	7:36	半岛城邦2期	Peninsula Phase2
	7:40	南海玫瑰园2期	Costal Rose Garden Phase 2
		海韵嘉园	Sea Taste Garden
	7:48	荔园水湾1979	Liyuan Bay 1979

BUS NO.4	Bus Monitor	Mr. David:136-9179-3607	
	Bus No.	粤B-DF632	
	7:00	假日名居	Jiarimingjv
	7:03	高发西岸	Gaofaxi'an
	7:10	花样年 花乡	Huayangnianhuaxiang
	7:20	金泓凯旋城	Jinhongkaixuecheng
	7:32	南航公司公交站	China Southern Airlines Bus Station
	7:37	向南瑞峰	Xiangnanruifeng
	7:42	鸿瑞花园	Hongruihuayuan
		缤纷假日	Binfenjiri

BUS NO.5	Bus Driver	Mr.Chen : 181-0027-9001	
	Bus No.	粤B-F05486	
	7:15	大冲城市花园	Dachongchengshihuayuan
	7:37	山语海苑（万豪月半山）	Shanyuhaiyuan （Wanhaoyuebanshan）

Lunch box 午餐 （2022-2023 Semester Version）

尊敬的家长 / 监护人：

为了您的孩子及时参与到新学期的学校午餐计划，请与**2022年8月9号下午5点之前交**齐就餐费用。

午餐选择	一学年(171天) (8/12/2022-6/15/2023)	第一学期1(87天) (8/12/2022-12/20/2022)	第二学期（84天） (2/10/2023-6/15/2023)
Pre kinder-Grade 12	**RMB 6,327**	**RMB 3,219**	**RMB 3,108**
膳食选择:	亚洲和西方特色餐盒 • 韩式餐盒 • **素食餐盒 • 中式餐盒**		

银行转帐

账户信息

开户名称： 农农餐饮管理（深圳）有限公司
银行账号： **7559 3170 5310 901**
开户银行： 招商银行蛇口分行

请务必备注您孩子护照全名、年龄、班级以及选择的午餐类型

微信 / 支付宝 转款

商户名称： 农农餐饮管理（深圳）有限公司
商户代码： **898440358115216**
商品描述： KIS深圳韩国国际学校

请务必备注您孩子护照全名、年龄、班级以及选择的午餐类型

校餐条款及注意事项

开始就餐规定：

1. **收到餐费3天后，** 农农餐饮管理（深圳）有限公司会给付费学生提供午餐；

取消就餐规定：

2. **如果您的孩子想更**换其他午餐，必须提前**3天**邮件形式通知: kis@nomnomnom.cn
3. **如需取消就餐，必**须提前**3个上**课日以邮件形式通知: kis@nomnomnom.cn
4. **退款将会在退款申**请单收到后的**30天内**处理；
5. **取消餐**费的款项只会退回原付款方（银行账户）；

缺席规定：

6. **如因故缺席午餐而需退款的，需提前3天通知并缺席超**过**5天的学生才会予以退款**；
7. **因无法**预知因素而导致学校任何上课日取消的，如停电，台风、流行病等，将不予退款。
8. **每个学期的第一周和最后一周缺席就餐的，将不予退款。**

Dear Parent / Guardian,

For your child/children to participate in the school lunch program, please make payment prior to 5pm August 9 , 2022.

Standard Lunch	Annual (171 days) (8/12/2022-6/15/2023)	Term 1 (87 days) (8/12/2022-12/20/2022)	Term 2 (84 days) (2/10/2023-6/15/2023)
Pre kinder-Grade 12	**RMB 6,327**	**RMB 3,219**	**RMB 3,108**
Meal Selection:	Covering Asian & Western Food • Korean Lunch Box • Vegetarian Lunch Box • Chinese Lunch Box		

Bank Transfer

China Merchant Bank:

Account Details

Account name: 农农餐饮管理（深圳）有限公司

Account Number: **7559 3170 5310 901**

Bank Branch: 招商银行蛇口分行

Please write down your child/children's Passport full name, Age, Home Room Class and type of lunch preference

WeChat / Alipay Transfer

商户名称：农农餐饮管理（深圳）有限公司

商户代码： **898440358115216**

商品描述：KIS深圳韩国国际学校

Please write down your child/children's Passport full name, Age, Home Room Class and type of lunch preference

Terms & Conditions

Commencement

1. NomNom will provide school lunch to students, three (3) days after the funds have been received

Cancellation Policy

2. If your child / children wish to switch to a different lunch option, a notice must be sent three (3) days in advance to kis@nomnomnom.cn
3. If you wish to cancel your lunch program, three (3) school days notice is required. Notice must be sent to kis@nomnomnom.cn
4. Refund will be processed within thirty (30) days after the application
5. The calculated refund fee will only be sent to the original payment sources. (Bank Account Transfer Only)

Absentee Policy

6. To qualify for an absentee refund three (3) days notice is required and a student for over five (5) days before a refund is payable
7. Any school day that is cancelled due to an unforeseen occurrence such as power outage, typhoon, pandemic, etc., does not qualify for a refund.
8. There will be No refunds given for days absent in the first and last week of each term.