



## REFUND POLICY

### **1.1 Refund for Withdrawal Due to Non-Delivery of Course**

The Perse School (Singapore) Pte Ltd will notify the parent(s)/guardian(s) within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Commencement Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Pupil meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
- (vi) The Pupil's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The parent(s)/guardian(s) should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Pupil decide to withdraw, within seven (7) working days of the above notice.

### **1.2 Refund for Withdrawal Due to Other Reasons**

If the Pupil withdraws from the Course for any reason other than those stated in Clause 1.1, The Perse School (Singapore) Pte Ltd will, within seven (7) working days of receiving the Pupil's written notice of withdrawal, refund to the parent(s)/guardian(s) an amount on the table in Schedule D.

### **1.3 Refund During Cooling-Off Period:**

The Perse School (Singapore) Pte Ltd will provide the parent(s)/guardian(s) with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The parent(s)/guardian(s) will be refunded the highest percentage (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to The Perse School (Singapore) Pte Ltd within the cooling-off period, regardless of whether the Pupil has started the course or not.



**Schedule D – Refund Table**

% of [the amount of fees paid under Schedules B and C]*	If Student’s written notice of withdrawal is received:
100%	<p>More than 12 calendar weeks before the course commencement date (Only applicable for Term 1).</p> <p>OR</p> <p>Once the school year has commenced parents must inform the school in writing on or before the following dates:  <b>Term 2: 1<sup>st</sup> November 2022</b>  <b>Term 3: 1<sup>st</sup> February 2023</b></p> <p>An email reminder will be sent out to parents reminding them of the withdrawal deadline.</p>
50%	<p>On or more than 6 calendar weeks before the course commencement date (Only applicable for Term 1).</p>
0%	<p>Less than 6 calendar weeks before the course commencement date (Term 1).</p> <p>OR</p> <p><b>After 1<sup>st</sup> November 2022 for Term 2</b>  <b>After 1<sup>st</sup> February 2023 for Term 3.</b></p>

\*Yearly Technology, Material and Facility Fees are non-refundable.