

(Return this Copy to the School Admissions Office)

Refund Policy 2009/2010 Signature Form

For the withdrawal of students from 3e, please notify the Admissions Office by completing the Leave Form which allows us to properly alert teachers, staff, and manage the withdrawal process.

Application fees are non-refundable

Families pay a non-refundable application fee of RMB 1,500 as part of their application.

Withdrawal & Refund Schedule 2009-2010

Date written notice received	Term	Refund Amount
On or before July 31, 2009	Term 1	100% Refund
	Term 2	100% Refund
August 1- August 21, 2009	Term 1	50% Refund
	Term 2	100% Refund
August 22- October 1, 2009	Term 1	No Refund
	Term 2	100% Refund
October 2 –January 5, 2010	Term 1	No Refund
	Term 2	50% Refund
On or after January 6, 2010	Term 1	No Refund
	Term 2	No Refund

Please note: School Tuition Fees **will not be credited or refunded** for personal leave or sick days.

Withdrawals after refund deadline:

Please be aware that once a student has withdrawn, re-enrollment at 3e will require a new application form and fee.

As per our refund policy, no refund for Term 1 is available after August 21, 2009 and no refund for Term 2 is available after January 5, 2010. Payment of the tuition guarantees a place for the student in the school year and serves as a commitment between the school and the parents. These commitments are used for our planning, budgeting, employment and purchasing purposes.

We therefore must adhere to our refund policy consistently for the proper management of enrollment and regret that we are unable to process a partial refund for any time after the deadlines. We appreciate your support in this matter.

Optional Services

Lunch fees are refundable with a written request submitted at least 5 school days prior to the cancellation of service. Bus fees are payable by term and are non-refundable since drivers, school bus care, and buses have already been planned. After school activities are non-refundable 24 hours beyond the first class as all materials and staff has been secured for the term. Any refunds will be granted to the payer only.

I understand the tuition fee and refund policy and will adhere to it.

Parent Signature

Date