Refund policy

Purpose

This Refund Policy establishes the conditions under which any paid amount to Brummana High School may be refunded to parents or guardians.

This policy is based on how much the school will be affected by the parent's decision requesting a refund. In addition, the policy takes into consideration the service provider conditions for a refund and any related penalty attached to the withdrawal from the provided service.

Following is the list of the different payments that would be made to BHS and the status of each payment with the condition for a refund if applicable.

#	Payment for:	Not refundable	Refundable with condition *	Refundable *	Condition for a refund
1	Application fee	x			
2	A Level exams		X		If refund is requested before the payment deadline
3	AS level exams		X		If refund is requested before the payment deadline
4	Boarding fees		x		If full year boarding fee is settled and notice given one term in advance
5	Bookshop items		X		If item returned is unopened and unused
6	Bus fees		X		Refund is possible for a term that did not start yet
7	Bus registration fee		X		If refund is requested before the set deadline
8	Catering and Tuck shop items	x			
9	Catering hot meal	x			
10	Checkpoint exams	x			
11	DELF exams	x			
12	Development contribution		X		If refund is requested within the set deadline in the enrollment contract
13	EFL/SFL	x			
14	Graduation fees	x			

15	IB exams		X		If refund is requested before the payment deadline
16	IGCSE exams		X		If refund is requested before the payment deadline
17	International Trips		X		If refund is requested within the set deadline
18	Library books late returns	x			
19	Local trips	x			
20	MUN external membership	x			
21	Music lessons	x			
22	Official exams fees		X		If the decision is made by the Ministry of Education
23	Online entrance exam fee		X		If application withdrawn one week before the exam date
24	Pocket money			X	No conditions attached
25	Psychomotor fees	X			
26	Registration fee		X		If full year tuition is settled and notice given one term in advance. Or at graduation from Grade 12
27	SAT fees	X			
28	Space booking/rental	X			Under specific conditions dates might be rescheduled but no refund is possible.
29	Speech therapist fees	X			
30	Summer Camp programme	X			
31	Summer Educational programme	X			
32	Tuition fees		X		If full year tuition is settled and notice given one term in advance for the following year

* If there is an outstanding balance in any account, and a refund is accepted from another account. The outstanding balance will be deducted before a refund is settled. The remaining balance after the deduction would be refunded.

Extraordinary cases:

1. School Closure or Force Majeure

In the event of circumstances beyond the school's control, including but not limited to natural disasters, government directives, public health emergencies, civil unrest, or other force majeure events:

- The school may continue educational services through alternative methods, including online learning.
- Refunds will not be provided when educational services continue to be delivered.

2. Student Dismissal or Suspension

- No refund shall be due if a student is suspended, expelled, or withdrawn for disciplinary reasons or for violation of school policies.

3. Exceptional Circumstances

BHS may consider partial refunds, credits, or payment adjustments in exceptional circumstances, such as:

- Serious medical conditions preventing attendance.

Supporting documentation may be required.

Refund Process

- All refund requests must be submitted in writing to the School Administration or Finance Department.
- Refunds, when approved, will be processed within **30 business days** of approval.
- Refunds will be issued using the original payment method whenever possible. In all cases it will be in the same currency and value as originally paid to BHS.

Final Authority

The School Administration reserves the right to interpret and apply this policy.

Policy review

This policy will be reviewed at least every three years or earlier if necessary due changes in the applicable laws

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