



AIS INTERNATIONAL SCHOOL

School Fee & Refund Policy (REG009)

(Governing Enrolment & Admission)

This policy outlines the guidelines for fee payments, revisions, and refund eligibility at AIS International School. All students and their guardians are required to comply with the terms set forth herein.

1. Fee Payment

- Upon receiving the Letter of Offer and Acceptance of Enrollment, parents/guardians must pay the One-Time fee and the Yearly fees stated in the Letter of Offer and invoice. The fee schedule and invoice provide specific details.
- The offer, along with any payments made, will be considered null and void if the full payment is not completed by the first day of classes.

2. Fee Revisions

- AIS International School reserves the right to review and adjust fees annually. The fees listed in the fee schedule are accurate at the time of printing and are valid for the period stated in the Letter of Offer and all relevant printed materials.

3. Payment Deadlines

- School fees must be paid at least ONE WEEK before the start of each semester. Failure to meet this deadline may result in the student being barred from attending classes, taking examinations, or accessing school facilities.

4. Non-Refundable Registration Fees

- The Application and Registration Fees are strictly non-refundable and non-transferable under any circumstances.

5. Deposit Fee Refund

- The Deposit must be maintained throughout the student's studies and cannot be allocated toward other fees.
- The Deposit will be forfeited under the following conditions:
 - If the student fails to attend classes or withdraws after accepting the offer.
 - If the student does not complete a minimum of SIX SEMESTERS at the school.
 - If written notice of withdrawal is not given ONE SEMESTER in advance.
 - If there are outstanding fees at the time of withdrawal.

6. Refund Claims

- Refund claims must be submitted within SIX MONTHS after the student officially leaves the school. Claims submitted after this period will not be entertained.

7. Outstanding Payments

- AIS International School reserves the right to withhold examination results, certificates, and academic records if any fees remain unpaid.

8. Mandatory Withdrawal

- The school may require the withdrawal of a student at any time at the discretion of the Senior Management or Principal for reasons such as misconduct, medical or physical conditions, or inability to meet curriculum requirements.

9. Emergency Medical Situations

- In the event of an emergency where the parents/guardians cannot be contacted, the Principal or Head of Academics may authorize necessary medical examination or treatment. All associated costs will be borne by the parents/guardians.

10. Refund Eligibility

- Generally, all fees paid are non-refundable and non-transferable, with the following exceptions:
 - Medical Withdrawal Before Semester Start: A full refund will be issued for valid medical reasons, provided that the relevant documentation is submitted before the semester commences. Please note that this refund will exclude any application and registration fees.
 - Withdrawal Before Semester Start: If a student withdraws from the program before the semester begins, they will be entitled to a refund of 50% of the tuition fee only
 - For Diplomats: In the event that a diplomat needs to withdraw from the program due to a job transfer or relocation, a full refund will be granted, excluding application and registration fees.

11. Misconduct Expulsion:

- No refunds will be granted if a student is expelled due to misconduct.