



Withdrawal & Refund Policy

Bloomberg International School understands that there can be circumstances which will force a parent to withdraw their child from our school. Below are the terms of our Withdrawal & Refund Policy.

- A parent may withdraw the child from the School by giving the School ONE (1) full academic term's notice and by filling out the 'Student Withdrawal Notification Form', **Failing to give 1 Term's notice and not signing the form will result in the deposit being forfeited.** The said notice shall set out the date of such withdrawal (Student Withdrawal Notification), failing which the same shall be deemed as insufficient notice. Please note that the notice of withdrawal must straddle **ONE (1) FULL ACADEMIC TERM**. In amplification hereof the following illustrations of what constitute insufficient notice:
 - If it is intended that the child will leave the School at the end of an academic term, notice of withdrawal must be received by the School not later than the end of the first day of the same academic term, **failing which the deposit shall be forfeited.**
 - If the child is withdrawn from the School prior to the Withdrawal Date.
 - If the notice of withdrawal does not set out the Withdrawal Date.

Provisional or conditional notice of withdrawal is not accepted. If the child is not withdrawn from the School on the Withdrawal Date, a fresh notice of withdrawal of not less than ONE (1) full academic term must be received by the School. The provisions of this clause will apply in the case of prolonged absence of the child from the School.

- **All deposits paid will under no circumstances be treated as payment of tuition fees** or any part thereof and any other payments required to be paid and may not be used to set-off any amount due and payable by the parent. The parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to one term's tuition fee on or before the commencement of the relevant academic term.
- Where a child has been withdrawn from the School and applies for re-admission, no registration fee will be payable if the child is re-admitted (subject to availability of place) with three (1) academic terms from the date the child left the School, the Application Fee, re-entry fee, tuition fee, deposit and other fees payable, all at the prevailing rate, are required to be paid prior to such re-admission.
- The School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Principal of School. Reasons may include matters related to the child's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parent or the child of any matters or things set out herein.

If you have any further questions about our Withdrawal & Refund Policy, please do not hesitate to call us or fill up the enquiry form below.

WITHDRAWAL PROCEDURE

Though we hope that all students have the opportunity to complete their education at Bloomsbury International School Hatyai, in some cases families must unfortunately leave our community prior to the end of a school year. In order to process the Deposit Fee refund, the Withdrawal Notification Form must be turned in to the office with at least 1 Terms notice (unless approved by the School Principal). Next, all bills must be paid including: Tuition, books, lunch/snacks, uniforms and Cambridge Tests. **If 1 Term has not been given, the Deposit can NOT be returned.**

The following flowchart provides guidance in how to inform our Admissions Department of a withdrawal.

