

IC Policy regarding School Fees-Academic year 2023-2024

-Students are permitted to join classes at the beginning of an academic year only if the School Fees for the previous year have been settled in full and payment arrangements for the ongoing year have been made within the announced deadlines.

-The School Fees for each academic year are payable in three installments, unless a deferred payment plan schedule was agreed with IC Business Office.

-Parents/Guardians who pay the first trimester School Fees for an academic year, and do not inform The Business Office of their intent to remove their child from IC before September 1, are liable to pay the full School Fees for that academic year even in case of non-attendance.

-Students are entitled to receive enrollment certificates and report cards for the academic year only if the School Fees for that year have been fully settled.

-Parent/Guardians who chose to withdraw their child/children yet still have outstanding School Fees will remain liable for full payment of the outstanding School Fees.

Refunds:

-School fees for the first trimester are non-refundable unless a written request is submitted to the Business Office by May 15, 2023. No refunds will be granted after this date for any reason or circumstance. This policy also applies to students who withdraw from school for any reason.

-No refund shall be made for the second and third trimester School Fees in any case and for any reason whatsoever.

-The development fee for new students is refundable only if a written request is submitted to the Business Office explaining the intent to withdraw from school, prior to **September 1**, date after which, no refund shall be made in any case and for any reason whatsoever.

-The down payment on school fees paid by new students is nonrefundable in any case and for any reason whatsoever.

-In the event a student is asked to repeat the class he/she was enrolled in, he/she shall have a period of five (5) business days, as of the announcement on the IC's website of the date for providing the school results, to inform the school in writing of his/her intention to withdraw and to request the refund of the first trimester School Fees. In case the school is not notified within these 5 days, the student shall be considered as repeating and shall be liable to pay the full School Fees.

-In the event a student is asked to withdraw from school prior to the start of the academic year, the first trimester School Fees for the next academic year shall be refunded by IC.