



## **IC Policy regarding School Fees-Academic year 2021-2022**

- 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 current 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.
- Parents/Guardians would be entitled to safeguard their children's enrollment for the next academic year only if the total School Fees for the current academic year and the total school fees of the next academic year have been fully settled within the deadlines, or payment arrangements have been made with the school; If for some reason the student will join IC beyond January of the same academic year, he/she should pass a full placement test.
- 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:**

- The first trimester School Fees are refundable only if a written request is submitted to the Business Office prior to June 10, 2021; otherwise, no refund shall be made in any case and for any reason whatsoever.
- 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 prior to **September 1**, date after which, no refund shall be made in any case and for any reason whatsoever.
- The First trimester fees paid by new students is nonrefundable.
- In the event the students are asked to repeat the class they were enrolled in, they shall have a period of 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 their 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 students 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.