STUDENT WITHDRAWAL AND FEE REFUND POLICY

Approved at Board Meeting

on 10 November 2026

Internal and external circulation

1. Purpose

This policy establishes clear, fair, and transparent procedures governing student withdrawals and fee refunds. It ensures administrative predictability while safeguarding the College's operational stability and financial planning.

2. Scope

This policy applies to all enrolled students with fees paid by their parents/ legal guardians/National Committees/ Donors.

3. Notice of Withdrawal

- **Written Authorization:** Parents or legal guardians seeking to withdraw a student must submit adequate written notice directly to the Principal.
- **Effective Date:** A withdrawal becomes formally effective only upon written receipt and confirmation by the College.

4. Mandatory Notice Periods

To maintain staff ratios, academic resources, and campus operations, the College enforces the following mandatory notice deadlines:

- **End-of-Academic-Year Withdrawal:** All first-year students must pay 10% reservation deposit by 31 March preceding the next academic year. Formal written notice must be received no later than **31 March** preceding the upcoming academic year if students want to withdraw at the end of the current academic year.
- **Mid-Year Withdrawal:** A minimum of **three full calendar months'** written notice is required.
- **Payment in Lieu:** If the required notice is not provided, tuition fees equivalent to the unfulfilled notice period must be paid in full.

5. Inclusive Fee Refunds

5.1 General Principle

Inclusive fees fund long-term institutional commitments, including faculty contracts, educational resources, and facility maintenance. Consequently, inclusive fees are non-refundable except as expressly provided under this policy.

5.2 Refund Eligibility & Calculation

Where inclusive fees have been paid in advance and a student withdraws:

- Unearned prepaid fees for the remaining term will be refunded after deducting any applicable payment in lieu of notice (per Section 4).
- Refunds are calculated strictly on a **full-calendar-month basis**. No pro-rata refunds or partial adjustments will be made for partial-month attendance.

6. Deductions and Financial Liabilities

Prior to disbursing any refund, the College reserves the right to withhold funds to offset outstanding liabilities, including:

- Unreturned textbooks, room keys, and access cards
- Unreturned computer, laboratory, or art studio equipment
- Costs associated with lost, damaged, or defaced school property
- Outstanding library fines or administrative fees
- Any other unpaid account balances (e.g. courier charge, fees for standardized test) owed to the College

7. Refund Disbursement Procedure

Once formally approved by the Principal and the Honorary Treasurer, approved refunds will normally be processed within **30 business days**, contingent upon the complete fulfilment of the following clearance conditions:

1. Vacating and clearing all personal belongings from dormitory facilities
2. Returning all institutional equipment and property in acceptable condition
3. Full settlement of all outstanding financial obligations

Refunds will be remitted directly to the original paying party or entity via the original payment method wherever feasible.

8. College-Initiated Termination

If the College terminates a student's enrolment pursuant to institutional policies or disciplinary procedures, any applicable fee refund will be determined at the sole discretion of the Board, taking into account:

- The specific nature and context of the termination
- The timing of the departure within the academic cycle
- The College's legal, operational, and contractual obligations

9. Policy Governance

The College reserves the right to review, update, or amend this policy periodically. The current, officially approved version will be maintained and published on the College's public website.