

Refund Policy

- (1) Admission and Book Rental Fees are non-refundable.
- (2) For other fees: Tuition, Set Lunch, Milk & Snacks, School Supplies, and Campus Development
 - (2.1) Current students: 100% of the fees will be refunded if a student withdraws prior to the beginning of the school term not less than 30 days.
 - (2.2) Newly-enrolled students: 75% of the fees will be refunded if a student withdraws within 7 days after the beginning of the school term. There will be no refund if a student withdraws after 7 or more days subsequent to the commencement of the school term.

Note: Withdrawal date (as shown in Kevalee Student Withdrawal Form) - is to be referred to for days counting.

Refund Procedures:

The following steps and documents are required to complete the withdrawal and refund process.

1. Parents formally request refund of fees by completing "Kevalee Student Withdrawal Form" at school office.
2. "Kevalee Student Withdrawal Form" must be presented together with:
 - 2.1 Copy of student's parent(s)' ID card(s) or Passport(s)
 - 2.2 Original receipts of fees
3. Upon authorization by Head of School, the refund may be issued.
4. The refund will be processed within 30 days; counting from the submission date of "Kevalee Student Withdrawal Form"
5. School only issues 'school check' for refund purpose. No refund by cash or bank transfer.