

KEVALEE REFUND POLICY

1. Admission and Book Rental Fees are non-refundable.
2. For other fees: Tuition, Set Lunch + Milk + Snack, School Supplies , and Campus Development
 - 80% of the fees will be refunded if a student withdraws prior to the beginning of the school term.
 - 50% of the fees will be refunded if a student withdraws between 1-15 days subsequent to the commencement of the school term.
 - 25% of the fees will be refunded if the student withdraws between 16-30 days subsequent to the commencement of the school term.
 - No refund will be given if a student withdraws after 31 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 must formally request refund of fees by completing the '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) / Passport(s)
 - 2.2 Original Receipt(s) 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.