



American Embassy School

3.3011-R

ADVANCE DEPOSIT

New Students:

Each new, eligible student, whether offered a seat or wait-pooled, must make an advance deposit of \$2,000 by April 1, failing which the student will not be enrolled and will not be placed in the wait pool. Once enrolled, this deposit shall be credited against tuition.

Each student completing the admissions process after April 1 must pay the advance deposit with the application fee, failing which, the application will not be processed.

If families choose to remain in the wait pool, AES will retain the deposit until a seat is offered or a request is made to withdraw the application, in which case AES will refund the deposit.

If on or after April 1 the student declines a seat that is offered, the advance deposit will not be refunded.

Continuing Students:

Each student continuing the next School Year must make a non-refundable advance deposit payment of \$2,000 by **April 1**, in order to maintain his/her enrollment status. The Advance Deposit shall be credited against tuition for the coming school year. If a student withdraws after April 1, the advance deposit will be forfeited.

Any exceptions to the deadline shall be at the discretion of the Director of Operations and Business.

ADOPTED: May 08

REVISED: May 10; Feb. 13; Feb. 15



American Embassy School

3.3022

Cross Reference: 6.302 Emergency School Conditions
8.10 Admissions

REFUNDS

Tuition: If a student has attended any portion of a semester, no refund of tuition will be given for that semester. Tuition will be refunded only for the semester not attended by the student.

At the discretion of the Director, an exception may be made if a new student withdraws within one week of enrollment.

Registration: The Registration Fee is non refundable.

At the discretion of the Director, an exception may be made if a new student withdraws within one week of enrollment.

Application: The Application Fee is not refundable.

Bus and/or Lunch Fee: If a student has attended any portion of a semester, no refund of bus and/or lunch fee will be given for that semester. Bus and/or lunch fee will be refunded only for the semester not attended by the student.

At the discretion of the Director, an exception may be made if a new student withdraws within one week of enrollment.

Other Fees: No other fees paid will be refunded.

All refunds of fees will be made as per school policy and only to the individuals or agencies from whom the funds were received. Refunds will be made only when a written request is received from the concerned parent/organization by the end of the school fiscal year (i.e. June 30). Monies not refunded will be managed as per the procedures outlined in the Internal Control Manual. Such refunds will be made in the currency of the original payment. However, in case of a permanent closure caused by civil disobedience, war, strike, terrorist actions, natural disaster or calamity or threats thereof, or in the case of force majeure or other events that are outside the direct control of the School, tuition and fees will be refunded only to the extent that funds are available after the discharge of all other obligations of the AES Association and the School.

ADOPTED: Apr. 89

REVISED: May 91; Feb. 92; Aug. 94; May 95; Jan. 99; Oct. 99; Mar. 01; Nov. 02;
Apr. 03; Mar. 04; Apr. 07; May 08; May 10; Apr. 11; Mar. 13; Feb 15