**St. Paul American School**

Clark Center 4, Bertaphil Clark Center, Jose Abad Santos Avenue,

Clark Freeport Zone, Pampanga, Philippines (2023)

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**R E F U N D P O L I C Y**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understood that there will be **NO REFUND** of the payment made for the enrollment of my child / relative, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, after the **15th day** he/she joined St. Paul American School. Furthermore, I agreed to the following which were discussed to me:

* **80%** refund of the tuition : **30 days before** the commencement of the classes
* **70%** refund of the tuition : **Within 15-29 days before** the commencement of the classes, including 1st day of classes
* **50%** refund of the tuition : **Within 1-14 days before** the commencement of the classes, including the 1st day of classes
* **30%** refund of the tuition : **1-7 days after** the commencement of the classes
* **20%** refund of the tuition : **8-14 days after** the commencement of the classes
* **NO REFUND** : After 15 days from the commencement of the classes
* Application fee and Enrollment fee are NOT refundable
* Visa & Uniform and other fees are not refundable if the processes are going on already

In addition, if St. Paul American School will need to process for my child’s / relative’s Special Study Permit (SSP\*), Visa extension and Alien Certificate of Registration Card (I-Card\*), I can no longer refund any amount which I paid for these requirements once application has been processed.

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 Signature of Parent Signature of Finance Manager