

SCHOOL FEE REFUND POLICY

The Bahrain Bayan School, is a Non-Profit Institution, Operating under the laws of the Kingdom of Bahrain.

We continue to focus on enhancing the internal and external practices to better accommodate the Bayan Community.

1. The School Fee Refund Policy (**hereinafter called “Refund Policy”**) aims to stipulate policy and procedures related to the Refund of Tuition and Other Related Fees with the main objective of providing guidance and clarity to the concerned parties. Please refer to the Tuition Fee Structure Policy for the Academic Year 2018-2019 (**hereafter called “Fee Structure Policy”**);
2. Compliance with the Policy and Procedures is mandatory and any violation may result in disciplinary and/or legal action;
3. This document replaces all previous Refund Policies and Procedures that were in force prior to the issuance of this document. Any amendments to such Policies and Procedures will be communicated to the Bayan Community, and such amendments will be constituted as valid and effective;
4. If for whatever reason, the Parents decide to withdraw the child(ren) from the School, an official and dated letter will be required, with the following terms to be applied:
 - a. If withdrawal is officially received **before the school commences**, the First Installment (Deposit) amount of BD 600 is not refundable. An amount of BD 500 only may be transferable to a sibling. In the event that no siblings are enrolled in the school, then the full deposit amount of BD 600 is not refundable;
 - b. If withdrawal is officially received **before the end of September**, 50% of the first two installments (due in May and September) are refundable;

- c. If withdrawal is officially received **after September**, any amounts paid will not be refunded and the Total School Fees outstanding and / or due shall be payable. Parents under such circumstances, confirm and acknowledge payment of the full school fees;
- d. Application, Registration, Facility Development and Support Fees are not refundable (*for prospective applicants and/or new students*); and
- e. Other Fees (Textbook Usage Fee, Locker Fee and Tablet Leasing Fee) are not refundable.

Note: Should the dates under clauses 4a, 4b, and 4c fall on a non-working day, then the school shall hereby apply the date of the previous working day.

- 5. Failure to adhere to the Fee Structure Policy will result in the necessary disciplinary actions as follows:
 - a. Withholding of the respective academic report cards, and any other official document that may be issued or requested from time to time;
 - b. Disable the user name under Power school and other related school software;
 - c. Forbidding the students to enter the school campus;
 - d. Cancelling the students seat for the following academic year;
 - e. In the case of Graduating Students, no information will be released to any external parties (*such as transcripts and other related material*), and the candidate will not be eligible to participate in the Graduation Commencement Ceremony.

Disclaimer: By Settling the First Installment, Parents hereby acknowledge and accept the current payment schedule (under Tuition Fee Structure Policy”, duly enforced by the Finance Department and will adhere to the dates and amounts specified for the remainder of the installments.