



The Apple International School, Dubai

REFUND / WITHDRAWAL POLICY

In the cases of both existing and new students, the re- registration/registration/admission deposit will not be refunded.

If a student withdraws or leaves school for any reason, refunds/ charge will be calculated as mentioned below:

- If a student withdraws prior to the start of the academic year, re- registration/registration/admission will not be refunded
- If a student attends school for two weeks or less, one full month's fee will be deducted, and annual fees will be charged fully
- if the student was enrolled in the school for a period ranging between two weeks and one month, two months fees will be deducted.
- If a student attends school for more than one month, the entire semester' fees will be charged.

General Conditions:

- The above refund policy is applicable per term depending on the date of withdrawal request
- The refund will be calculated from the start date of the term and the date of the official request by the parent stating the intent of withdrawal and not from the date when the student was absent. Being on the school registrar counts as days in school
- Book fees are refundable if the student decides to leave the school prior to the beginning of the academic year
- A written notice received one month in advance, conveying intention of withdrawal, is to be submitted to the Registrar. This timeframe is required to ensure all necessary documents are ready.

Ms. Jaya Menezes
Executive Principal

Enacted and enforced: 1st of January, 2014

Reviewed Annually

Last date of Review : 11th February, 2020