

Payment and Refunding Policy

All tuition fees are payable in advance of attendance and are in accordance with the fee structure established by Flexi International e-School.

1) Registration Fee:

This is unified to all grades, **\$110** is payable upon applying for admission to Flexi International e-School, which is non-refundable, non-transferable, and non-adjustable.

2) Entry/Admissions Fee:

This is unified to all grades, **\$500** is payable upon admission, and before enrollment, which is non-refundable, non-transferable, and non-adjustable. Admission Fee has been waved for students applying for the academic year 2021-2022.

3) Placement Test Fee:

- a) Placement Test fees is **FREE** if taken for the first time, and is chargeable **\$50** thereafter. Such fee is payable before offered a place, non-refundable, non-transferable, and non-adjustable.
- b) If a student joins the school in the middle of a quadmester/semester, applicable tuition fees will be prorated, based on the number of full weeks (commencing from the week of joining) remaining and unexpired in the quadmester/semester.
- c) All forms of payment methods are acceptable; however, online payment at the school payment gateway is recommended for quick access to student account after payment.



4) Non-payment of Fees

Failure to pay school fees may result in a loss of the student's place in the school, withholding of their school reports, references, and/or examination results, as well as, temporary or permanent expulsion or exclusion from school.

5) Refunds

The registration fee, admission fee, and re-enrolment fee remain non-refundable. Tuition fee refunding is allowed, if a student withdraws or is suspended, regardless the reasons. Refunds will be processed as follows and returned to the same payee.

- a) If a student withdraws prior to the start of the academic year, the balance of the first term/semester fee will be refunded, except the Registration Fee and the Admissions Fee, which is a one-time, non-deductible.
- b) If a student withdraws during a quadmester/semester, the Registration fee, Admission fee, and Re-Enrolment fee, are non-refundable, and the remaining tuition is refunded as follows:
 1. For Yearly Payment Plan, fees will be charged for One Full Month if withdrawal/suspension takes place after the start of the school year.
 2. For Yearly Payment Plan, full fees will be refunded, deducting attended period by student in addition to the current month of withdrawal/suspension.
 3. For Monthly Payment Plan, no refunding will take place if withdrawal/suspension takes place after the school year starts.

6) Re-Enrolments

In order to secure seats for next academic year, parents may be asked to pay a re-enrolment fee of 10% of the annual school fee, which is non-refundable, but adjustable against the tuition fees.

7) Withdrawal Procedures

In case a student would like to withdraw from the school, guardian must complete the Withdrawal Form, which could be requested at the Student Affairs department. A 30-day notification period is required to ensure all necessary documents are ready if any to be due.

