



Refund Policy

31 General Capinpin St.,
San Antonio Village,
Pasig City, Philippines 1605
Tel: 634-2335
www.preppischool.com

For Regular ENROLLMENT

NO. _____

SY: 201__ to 201__

Name of Student: _____

Date of Admission: _____ Pay Scheme: A S Q

Total Amount Paid: _____ Mode: cash check

LEVEL: toddler nursery kinder prep grade _____

Payment Process:

1. Please make checks payable to: **PREPPI SCHOOL, INC. FAO: (name of student)**
2. Please issue post-dated checks to cover full tuition based on your preferred payment scheme.
3. *For late payments, there will be an additional charge of 5% per month of delay.*

REFUND POLICY:

1. Registration & Diagnostic fees are non-refundable.
2. **A. If withdrawal is made on the first week of classes, you will be charged 10% of the total Tuition Fee** you have paid, whether the student attended classes or not.
B. If withdrawal is made on the second week of classes, you will be charged 20% of the total Tuition fee you have paid, whether the student attended classes or not.
3. There is **no refund after the second week of classes.**
4. The Class Level enrolled in must be applied within the time period agreed upon. Unless previously agreed upon, unused Class Sessions that go beyond the time period paid for will not be valid. There will be no refund for unused Class Sessions.

I have noted all of the above Payment Policy of Preppi School, Inc. and give my consent thereto.

Date

Signature above printed name



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