



# Refund Policy for Workshops

31 Gen. Capinpin St.,  
San Antonio Village,  
Pasig City 1605

634-2335

School Year 20\_\_

NO. \_\_\_\_\_

Name of Child:

Date of Admission:  Total Amount Paid:

Workshop:  Duration:

## WORKSHOP Guidelines and Refund Policy

1. Some Workshops may require a Diagnostic Session to assess the child's current level and enable the teacher to customize the lessons for the child.
2. Registration & Diagnostic fees are **non-refundable**.
3. Workshop sessions begin after complete payment has been made upon enrolment.
4. **Refunds on Workshop Fees will only be allowed after the first session. 10% of the Workshop Fees will be charged whether the student attended the session or not.**
5. There is **no refund after the second day** of the Workshop Sessions.
6. The Workshop sessions enrolled in must be applied **within the time period** agreed upon. There will be no refund for unused Workshop Sessions.
7. Please conscientiously follow the schedule assigned for the Workshop session of your child. There will be no extension of time given if the child comes late, unless the tardiness has been **advised beforehand** and **approved** by the Preppi Admin and the teacher assigned is available to adjust the schedule for that day.
8. Absences that are not advised to Preppi School are considered unexcused and therefore, counted as part of the Workshop session. You must advise an absence the day before or at least 2 hours before the session, otherwise the absence will not be excused. A reason for the absence must be given. A qualified reason for the absence will be excused.
9. Excused absences advised beforehand will be given a Make-Up Class based on the next Workshop schedule.
10. Enrolled Summer Workshop Sessions will expire by the end of the summer.

*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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