**DASMESH PUNJABI SCHOOL**

# Refund Policy

**PARENT SUMMARY • DOMESTIC STUDENTS • 2027–2028**

## 1. Application and Renewal Fees

The $1,000 Application Fee and the Renewal Fee are non-refundable in all cases, including withdrawal before the school year begins.

## 2. Written Notice of Withdrawal

Give the Business Manager at least 30 days' written notice, stating the student's name, grade and intended last day of attendance. Completed instructional hours are calculated using the actual last day attended. The school will confirm the last day, completed-hours percentage and any refund or balance in writing.

## 3. Annual Fee Refund Schedule

The percentages below apply only to the Annual Fee for the full year—not to the amount paid to date. They do not apply to Application, Renewal or Bus Fees.

| Withdrawal timing / completed hours | School retains | Annual Fee refund |
|---|---|---|
| Before the school year begins | 0% | 100% |
| Up to and including 10% | 30% | 70% |
| More than 10%, up to and including 30% | 50% | 50% |
| More than 30% | 100% | None |

This schedule also applies to school-directed withdrawals or expulsions covered by the policy, including misconduct, plagiarism and academic-based decisions. No Annual Fee refund is payable where that fee is nil (the fourth child).

## 4. Bus Fees and Sibling Discounts

Bus refunds are based on months of service used; a partial month counts as a full month. If a student leaves and an Annual Fee refund is due, sibling discounts for the remaining children are cancelled and their fees recalculated. Any resulting balance is paid by the parent or deducted from the refund. If no refund is due, sibling discounts remain unchanged.

## 5. Refund Requirements and Outstanding Balances

An original school-issued donation receipt is required for an Annual Fee refund, but not a Bus Fee refund. A missing receipt is referred to the Board for review. Approved refunds use the original payment method and are reduced by unpaid fees, sibling adjustments, lost or damaged property charges and service charges owed. Monthly instalment plans follow the same notice and Annual Fee schedule; accounts staff advise families of any balance and payment method before a deduction.

## 6. Exceptional Circumstances

For serious student illness, a parent may submit a written request with supporting medical documents. The Board may approve a different refund at its discretion. Relocation is not an exceptional circumstance. The Board's decision is final and does not set a precedent.

This is a summary of the Fees and Refund Policy for domestic students, effective 2027/28. Please refer to the full policy for complete terms or contact the school office.