



## School Fees Refund Policy

Payment made for the school fees and extras will be applied to the parent's school account in accordance with the details submitted.

In the event that an overpayment is made against the total due amount, the credit balance arising will be offset against the next term's fees, or refunded if requested.

In the event the pupil leaves, and gives the required notice, any overpayments or deposits will be refunded.

Refunds, if applicable, will only be made to the debit card or credit card used for the original transaction as per the bank's card rules.

*Contact details:*

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*Company details:*

Haileybury and Imperial Service College