



REFUND POLICY

1. Purpose

This policy outlines the conditions under which tuition fees and other payments may be refunded. It ensures transparency, fairness, and consistency across all cases.

2. General Principles

- Refunds are considered only upon written request submitted to the Finance Office.
- All refunds are subject to administrative review and approval.
- Refunds will be processed in the original currency and method of payment.
- Non-refundable fees (e.g., application fee, enrolment fee, and administrative charges) will not be returned under any circumstances.

3. Tuition Fee Refunds

All Tuition Fees are **non-refundable** and must be paid in full before the commencement of each Term (3 Terms per academic year).

4. Deposit Refund

The Deposit shall be refundable, less deductions for any outstanding fees or charges, including but not limited to the following circumstances:

a. Withdrawal:

Where the parent(s)/guardian(s) provide one full Term's (4 months) prior written notice of withdrawal together with payment of one (1) Term's Tuition Fees. For example, withdrawal at the end of Term 3 requires notice by the final school day of Term 2 and full payment of Term 3's Tuition Fees.

Failure to comply shall result in forfeiture of the Deposit at the School's sole discretion. This condition applies notwithstanding any long-term absence of the student.

Student's Academic Progress Reports, Student's Testimonial, and / or School Leaving Certificate will only be issued subject to all payments being settled.

b. Completion of Studies:

Upon the student's completion of Year 11.

The School reserves the right to forfeit the Deposit in full if it terminates the student's enrolment for any reason it deems fit, at its absolute discretion.





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5. Ancillary Fees

- Meal plans, resource fee and extracurricular fees: Refunds are considered only if services have not commenced.

6. Refund Process

1. Submit School Withdrawal Form and Refund Request Form with supporting documents.
2. Finance Office reviews within 14 working days.
3. Approved refunds are processed within 14 working days.
4. Refunds are issued to the payer of record only.

7. Non-Compliance

Failure to comply with withdrawal procedures or outstanding balances may result in forfeiture of refund eligibility.

8. Policy Review

This policy is reviewed annually to ensure compliance with local regulations and international best practices.



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