

# NON-TUITION FEE CHARGES CANCELLATION AND REFUND POLICY

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## 1. INTRODUCTION

This policy covers the refund and cancellation terms and conditions for the following non-tuition fee charges:

1. After-School Club Program
2. Afternoon Activities Program
3. Senior School Shuttle Bus usage

The policy ensures that sufficient cancellation notice is given to the School in order to reallocate resources for the above offerings and avoid unnecessary charges.

## 2. REFUND AND CANCELLATION TERMS AND CONDITIONS

### 2.1. AFTER-SCHOOL CLUB PROGRAM

The After-School Club program is available to Junior School students every day, at the end of each school day. Parents can sign up their children through a dedicated portal for either the full academic year or the period during which there are no afternoon activities (September, end of April, May and June). The program's terms and conditions are circulated to all parents in a letter before registration together with the relevant options for signing up.

By completing the online form, the parent confirms their agreement to the terms and conditions of the After-School program as noted in the relevant letter and registers their child in the afterschool program, either for the whole academic year or for the term with no activities, depending on their selection. A child's place in the After-School Program is only confirmed once payment is received. Should a student wish to withdraw from the After-School Program, one month's notice should be given in writing to the Enrichment Coordinator.

The charges apply in full for the one-month period which constitutes the notice and no refunds are given for this period.

### 2.2. PAID AFTERNOON ACTIVITIES PROGRAM

Paid afternoon activities are available for both Junior and Senior School students. The School offers these activities in collaboration with external providers. The School collects the payments from the students and pays the providers accordingly.

Students sign up for the activities by completing the online forms circulated by the School and once the payment for the first term of the activities is made via JCCsmart.

The registration is done for the whole academic year and a child's place in an activity is only confirmed once payment for the first term is received. Should a student wish to withdraw from an activity, one month's notice should be given in writing to the Enrichment Coordinator at the Junior School or the relevant Assistant Head at the Senior School

The charges apply in full for the one-month period which constitutes the notice and no refunds are given for this period.

### 2.3. SENIOR SCHOOL SHUTTLE BUS (NORMAL SERVICE)

Shuttle buses are available to Senior School students at the start and end of each day. Students sign up via an online portal and registration is only confirmed when the first instalment is paid.

The registration is done for the whole academic year and the student's place is only confirmed once payment for 50% of the amount is received. The charge is the same irrespective of the number of days the student uses the bus each week and the number of months the bus is used. The charges also cover the usage during the exam period (i.e. September to June).

Should a student wish to stop using the bus, one month's notice should be given in writing to the School at ([sscontact@tjss.ac.cy](mailto:sscontact@tjss.ac.cy)).

The charges apply in full for the one-month period which constitutes the notice and no refunds are given for this period. Requests for cancellation will be accepted until the end of March 2025.

A specialised early morning service is offered to Sports School students, which is subject to additional terms and conditions. It is noted that the door-to-door bus service is handled by the external provider directly.

### 3. RELATED POLICIES

The following policies also contain relevant information for refunds and cancellation terms and conditions:

1. Fee Policy
2. Educational trips and visits policy

**END**