



Terms & Conditions Accompanied Classes

1. Fee Schedule for Parent/Carer and Baby/Child Playgroups: \$500 per class*

Autumn Term (September to December)	Spring Term (January to March/April)	Summer Term (April to June)
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****Minimum commitment of a term otherwise classes will be charged at \$600 per class and subject to availability***

Parent and Baby/Child classes are charged termly to coincide with our regular school term dates. Fees must be settled in full, in advance of attendance and are **non-refundable**. Please refer to our make-up class policy at clause c. below for further information. No reduction or refund in school fees will be made for any cancellation due to adverse weather or any other absence.

2. Withdrawal Policy

- (a) No later than one month before the end of term you will be sent the next term's invoice in order to continue with your child's place. If no response is received by the school within five working days, this will be treated as a withdrawal and the school reserves the right to offer out your child's place to others on the waiting list.
- (b) Should you know in advance your child will not be continuing with accompanied classes for any reason, please inform the school in writing as soon as possible for our records. Please contact us no later than one month before the end of term so that you are not invoiced for the next term.

3. Make-up class Policy

The school is pleased to offer limited make-up classes for accompanied classes due to absence for any reason subject to the terms and conditions below:

- (a) Make-up classes **must be completed within the same term of enrolment** (i.e. during the period your child is enrolled at Highgate House School). Once the date and time of the make-up class has been mutually agreed, no subsequent change can be made. If your child is unable to attend any agreed make-up class, no refund or additional make-up class will be offered.

1 class per week	3 make up classes / term
2 classes per week	4 make up classes / term
3 classes per week	5 make up classes / term

- (b) Requests for a make-up class must be received by the school office promptly and **no later than one week from the date of the missed class**. We regret we will not be able to arrange requests received after this deadline for administrative reasons.
- (c) The choice of make-up class times offered by the school is subject to availability and we regret that **no refunds will be given**. Parents are free to choose English or Mandarin from the list of make-up class times given.

Upon enrolment of your child at Highgate House School you hereby agree to the above terms and conditions. For further information or any questions please contact admin@highgatehouse.edu.hk