



Terms & Conditions

Nursery, Kindergarten & Afternoon Classes

1 Conditions of Payment

- (a) Fees are payable in advance by monthly AUTOPAY instalments or three termly payments via one of the payment methods as listed in the invoice.
- (b) Overdue payments may be subject to an administrative surcharge of \$500 once the payment deadline has passed. In addition, an interest charge of 2% per month will be levied on outstanding accounts of 30 days or over calculated as from the payment due date.
- (c) Children may not attend further classes at school until overdue invoices are settled in full and their places will be marked as 'on hold' until fees are settled. The school also reserves the right to offer out a child's place if payment is not received by the payment deadline.

2 No refunds or credit

No make-up lessons, reduction, refund or credit of any kind in school fees will be made for any absence or leave for Nursery & Kindergarten classes. There will be no make-up lessons, rescheduling or compensation for any cancellation due to adverse weather or any other absence.

3 Withdrawal Policy

(a) Nursery & Kindergarten

To withdraw a child from Nursery & Kindergarten, parents must give two (2) full calendar month's written notice to the school office (admin@highgatehouse.edu.hk). ***Please note this is excluding the Summer School months of July and August i.e. to give notice to leave at the end of the academic year, parents must give notice latest by the end of April.***

For all withdrawals, tuition fee is charged for a complete month and there is no pro-rata adjustment for attendance for part of a month i.e. fees will not be pro-rated for the final month of enrolment.

(b) Afternoon Classes

To withdraw a child from Afternoon classes, parents must give written notice to the school office (admin@highgatehouse.edu.hk) of no less than one (1) full calendar month.

Please note for all withdrawals, tuition is charged for a complete month, and there is no pro-rata adjustment for attendance for part of a month. i.e. fees will not be pro-rated for the final month of enrolment.

- (c) The School Fee Deposit will be refunded in full provided sufficient notice has been given and all fees have been settled. If the notice period is insufficient, fees owed will be deducted from the school fee deposit plus any additional fees owed will be added on the final invoice.

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