



# TERMS AND CONDITIONS OF ADMISSIONS

## **Terms and Conditions of Admissions:**

Before submitting an application, parents should carefully read the school's terms and conditions. Parents who apply to the school will be subject to the terms and conditions outlined below. If you have any questions regarding the information on this page, please contact a member of the Admissions Team, who will be able to assist you further.

### **1. Payment of Deposit**

- 1.1 In order to secure a seat at the school, applicants must pay the full registration fee as specified in the conditional offer letter.
- 1.2 Parents should allow at least three business days for Bahrain bank checks or direct bank transactions to settle.

### **2. Payment of Fees**

- 2.1 Before enrolling, parents must pay the Registration, Activity Deposit, and Term Tuition fees in advance.
- 2.2 Parents are advised to pay their Tuition fee in advance as per the due dates. Payment due dates are clearly mentioned on the invoice, and it is the duty of individual parents to ensure that fees are paid on time.
- 2.3 If school fees are not paid by the due date, the school reserves the right to withdraw the student from the school roll and give the spot to a student on the waiting list.
- 2.4 Any student who has unpaid fees can be suspended or expelled from the school.
- 2.5 Students who have unpaid tuition will be refused to enter the school and forbidden from attending classes or accessing school facilities. This includes the school's right to deny letter requests and to remove a student's name from the enrolment register.
- 2.6 Payments via cash, or cheque should be sent directly to the School's Accounts Department. For bank transfer, please refer to the invoice for bank information.
- 2.7 Direct payments to the school's bank account are not permitted. Parents who pay by electronic transfer must provide the invoice number and student name as the transaction reference and send a receipt of this transaction to the accounts department either by hand or by email.
- 2.8 Any student who is suspended, expelled, or dismissed by the school for violating the school's terms and conditions is not entitled to a refund; he or she will also be obligated to pay the balance of the tuition, in full, at the school's discretion.
- 2.9 Tuition fees for the term are due in full, regardless of illness or other absences.

### **3. Other Charges**

- 3.1 Other fees are payable in individual cases. These include:
  - National and international trips

- Activity Fee

#### 4. Refund Policy

- 4.1 It is the policy of the school not to refund registration fee as it is mentioned to be non-refundable
- 4.2 To withdrawal from the school, student must give one full term's notice. If a student withdraws from school without providing the school one term's notice, the school will request a full term's fees in place of the notice period.
- 4.3 If a student is required to leave before the start of a new term due to unexpected and pressing circumstances, a 50 % refund of tuition fees may be considered, granted that the school receives a written notice before the payment of the new term.
- 4.4 If all or part of the school is closed temporarily or permanently due to a pandemic, terrorism, or other cause, the school will not be obligated to refund any fees or other funds received.

I/we agree to the school's terms and conditions and have fully understood the contents, and I/we offer my/our agreement to enrol my/our kid in Delmon Private School under the terms and conditions stated above.

Father's name (print): \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's name (print): \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_