

Updated: September 2022

## DEPARTURES FROM THE SCHOOL POLICY

Children at the Ecole Jacques Prévert are normally expected to stay at the school from the time that they join until the end of the CM2 year. Their places are reserved on that basis. The school is a non-profit making institution. Unexpected changes impose extra administration costs on the school and unfilled places result in significant revenue shortfalls. The school therefore has the following policies in connection with departures.

### Payment of School Fees

School fees are due for the whole term even if your child attends only part of the term, and must be paid at the latest one week before the start of the new term.

If a child is to leave the school before the end of the school year, and one month's notice is given before the start of the next term, then the next term's fees will not be due. Be aware, however, that the deposit will NOT be refunded.

If a child is to leave at the end of the school year, but before CM2, regardless of the registration date, written notice must be given before 31 March of that year for a full refund of the deposit.

### Deposits

#### ***Cancellation before child starts***

If you cancel your registration at any time after you have accepted the place, the deposit will not be reimbursed, whatever the reason for the cancellation.

#### ***Departures at the end of a school year***

*If a child leaves the school at the end of a school year but before CM2, the deposit will only be refunded if written notice has been given before 31 March of that year.*

#### ***Departures in the course of a school year***

If a child leaves the school in the course of the school year, the deposit will not be refunded unless the fees have been settled for the whole school year and written notice has been given before 31 March of that year.

*Please note that no deposit will be refunded if the fees have not been fully paid according to our T&C.*