



Policy & Procedures for School Fee Refund Policy

Effective Mar 2026 onwards

1. The School Fees Refund Policy (hereinafter called “**Refund Policy**”) aims to stipulate policy and procedures related to the refund of tuition and other related fees with the main objective of providing guidance and clarity to the concerned parties. Please refer to the Tuition Fee Structure Policy (last published Sept 2024), hereafter called “Fee Structure Policy”;
2. Compliance with the Policy and Procedures is mandatory and any violation may result in disciplinary and/ or legal action;
3. This document replaces all previous Refund Policies and Procedures that were in force prior to the issuance of this document. Any amendments to such Policies and Procedures will be communicated to the Bayan Community, and such amendments will be constituted as valid and effective;
4. If for whatever reason, the Parents/ Legal Guardians decide to withdraw the child(ren) from the School, an official and dated letter will be required, with the following terms to be applied:



- a. If withdrawal is officially received in writing **before the School commences**, the following will apply:

Tuition Fee & Related Fees	Invoicing Status	Refund Status
Enrollment Fee	Invoiced ▾	Nonrefundable.
AEA (Additional Educational Assistance) Semester 1 & 2	Invoiced ▾	Refundable.
Educational Materials & Resources	Invoiced ▾	Refundable if all ERM to be returned to the School new and unopened. Otherwise, nonrefundable.
Chromebook Fees	Invoiced ▾	First year of program: Only refundable if Chrome Book is returned to the School new and unopened. Remaining years: Nonrefundable. Parent can complete full payment and keep Chrome Book. Otherwise, Chrome Book to be returned to School.
ID Issuance Fees	Invoiced ▾	Nonrefundable
First Installment (Seat Reservation Fee)	Invoiced ▾	Up to BHD 600 is refundable. In the case of siblings, up to BHD 600 can be transferred to their fees.
Second Installment	Invoiced ▾	Refundable.
Third Installment	Not Yet ▾	Refundable if paid.
Fourth Installment	Not Yet ▾	Refundable if paid.



- b. If withdrawal is officially received in writing **before the end of September**, the following will apply:

Tuition Fee & other Related Fees	Invoicing Status	Refund Status
Enrollment Fee	Invoiced ▾	Nonrefundable
AEA (Additional Educational Assistance) Semester 1	Invoiced ▾	Nonrefundable
AEA (Additional Educational Assistance) Semester 2	Invoiced ▾	Refundable
Educational Materials & Resources	Invoiced ▾	Refundable if all ERM to be returned to the School new and unopened. Otherwise, nonrefundable.
Chrome Book Fees	Invoiced ▾	First year of program: Only refundable if Chrome Book is returned to the School new and unopened. Remaining years: Nonrefundable. Parent can complete full payment and keep Chrome Book. Otherwise, Chrome Book to be returned to School.
ID Issuance Fees	Invoiced ▾	Nonrefundable
First Installment (Seat Reservation Fee)	Invoiced ▾	Nonrefundable
Second Installment	Invoiced ▾	In case of siblings, transferable to their account, if any. In case of no siblings: 50% refundable.
Third Installment	Invoiced ▾	Refundable if paid.
Fourth Installment	Not Yet ▾	Refundable if paid.



- c. If withdrawal is officially received in writing **after September**, the following will apply:

Tuition Fee & other Related Fees	Invoicing Status	Refund Status
Enrollment Fee	Invoiced ▾	Nonrefundable
AEA (Additional Educational Assistance) Semester 1	Invoiced ▾	Nonrefundable
AEA (Additional Educational Assistance) Semester 2	Invoiced ▾	Refundable (if Student withdrawn in 1st semester)
Educational Materials & Resources	Invoiced ▾	Nonrefundable
Device Usage Fee	Invoiced ▾	Nonrefundable
Chrome Book Fees	Invoiced ▾	Nonrefundable
ID Issuance Fees	Invoiced ▾	Nonrefundable
First Installment (Seat Reservation Fee)	Invoiced ▾	Nonrefundable
Second Installment	Invoiced ▾	Nonrefundable
Third Installment	Invoiced ▾	Nonrefundable
Fourth Installment	Not Yet ▾	Refundable if paid.

**Should the dates under points 4a, 4b, and 4c fall on a nonworking day, then the School will apply the date of the last working day before it.*