



Taipei American School **Tuition and Fees Refund Policy**

The tuition and fees schedule has been established by the school's Board of Directors. If conditions warrant, tuition and fees may change.

The first semester tuition and fees are due on or before **June 16**. Second semester tuition and fees are due on or before **November 17**. A space is reserved for a student only after tuition and fees are received on or before the due date. A student may not be permitted to attend class if the tuition and fees are not paid in full. The school may withhold student grade reports, transcripts, diplomas, and recommendations if tuition and fees are overdue.

Please note: A late payment penalty of 2% per month will be assessed on any overdue school fee payment

Enrollment after classes begin

If a student enrolls after the school year commences, tuition, English as an Academic Language (EAL), building, and transportation fees will be calculated based upon academic quarters. Attendance of any portion of a quarter will require payment for the entire quarter. All other fees must be paid in full.

Refund of tuition and fees

If a student is withdrawn within the first four calendar weeks of any semester, 50% of the student's tuition, EAL, building, and transportation fees will be refunded. No other fees are refundable. No refund will be granted if a student is withdrawn after the fourth calendar week of any semester.

Finance Office: 800 Chung Shan North Road, Section 6, Taipei, Taiwan ROC 1152

Cashier Hours: 7:45 AM - 4:00 PM

Contact: Chia-Wei Ting

Telephone: 886-2-2873-9900 ext. 302

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