



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 15 (if June 15 falls on a weekend, it will be extended to the next Monday)**. Second semester tuition and fees are due on or before **November 15 (if November 15 falls on a weekend, it will be extended to the next Monday)**. 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

First Semester:

If a written notification of withdrawal is received on or before July 15, 100% of the tuition, New Student Capital fee (when applicable), EAL, building and transportation paid to date will be refunded, less the Tuition-Nonrefundable Enrollment Deposit. For withdrawal notification received after July 15, 50% of the first semester tuition, New Student Capital fee (when applicable), EAL, building and transportation paid to date will be refunded, less the Tuition-Nonrefundable Enrollment Deposit. There are no refunds for withdrawal notifications received after the First Semester starts for unattended students.

Second Semester:

If a written notification of withdrawal is received on or before December 1, 100% of the tuition fees paid to date will be refunded, less fees paid for 1st Semester, and less the Tuition-Nonrefundable Enrollment Deposit. For withdrawal notification received after December 1, 50% of the second semester tuition, New Student Capital fee (when applicable), EAL, building



and transportation paid to date will be refunded, less the Tuition-Nonrefundable Enrollment Deposit. There are no refunds for withdrawal notifications received after the Second Semester starts for unattended students.

If an attended student is withdrawn within the first four calendar weeks of any semester, 50% of the tuition, EAL, building and transportation fees paid to date will be refunded, less the Tuition-Nonrefundable Enrollment Deposit. No other fees are refundable. No refund will be granted if an attended student is withdrawn after the fourth calendar week of any semester.

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

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

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