



RAMKHAMHAENG ADVENT
— INTERNATIONAL SCHOOL —

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After-School Program Withdrawal and Refund Policy

Dear Parents/ Guardians,

Greetings from the RAIS After-school program committee.

We prioritize ensuring that every child has the best possible experience in our afterschool program. We understand that circumstances can change, and you might need to withdraw your child from our after-school program after enrollment. Please go through the After-School withdrawal and refund policy as below:

STEP 1:

A. Change of Afterschool subject before Withdrawal:

- o If you are considering withdrawing your child, our first step will be to explore to change the subject options within our other after-school programs. We will make every effort to accommodate your child in an alternative program that better fits your child's needs.

STEP 2: If change of subject is unfavorable to parents and still choose to withdraw.

B. Withdrawal After One Session:

- o If you decide to withdraw your child after attending only one session of afterschool, we will provide a refund of 50% of the remaining payment made. This reflects our commitment to accommodating unforeseen changes while also covering some of the costs incurred in preparing for your child's participation.

C. Withdrawal After Two Sessions:

- o If you choose to withdraw your child after attending two or more sessions, please be advised that no refund will be issued. **This policy is in place because, by this time, we have assigned a specific teacher and have made necessary arrangements based on your child's needs and participation.** To ensure that our educators and program resources are used effectively, we are unable to offer a refund beyond this point.

Thank you for your kind attention to these important policies regarding after-school program withdrawals. We appreciate your cooperation and understanding as we work together to provide the best possible experience for your child.

If you need further clarification, please do not hesitate to reach out to: PR - Ms. Nut # 02-370-0316-7 ext. 101/102. Or Mrs. Jo Anne Villanueva: ms.joanne@rais.ac.th Or RAIS line ID: @rais.

Sincerely yours,

Mrs. Jo Anne Villanueva
After-School coordinator