

## FINANCIAL POLICY AND RESPONSIBILITY

### Payment Schedule

- A \$100 non-refundable application fee must be submitted with the online application. This fee is payable in cash (USD only) or by international wire transfer if applying from outside Lebanon. Payment of this fee does not guarantee acceptance or an available space.
- **Nursery Students:** A one-time, non-refundable Capital Development fee of \$2,525 must be paid in cash (USD only) or by international wire transfer if applying from outside Lebanon.
- **KG1 and higher-grade levels:** A one-time, non-refundable Capital Development fee of \$3,000 must be paid in cash (USD only) or by international wire transfer if applying from outside Lebanon.
- **For New students, the Capital Development must be paid fully along with the 1<sup>st</sup> installment upon registration.**
- The 1<sup>st</sup> installment of LBP 30,000,000 and USD 3,000 (as part of total tuition and fees) is non-refundable. This payment reserves the student's place until the 2<sup>nd</sup> installment due date.
- The 2<sup>nd</sup> installment is due in June before the new school year begins.
- The 3<sup>rd</sup> installment is due in December during the school year.

*For further details, please contact our Accounting Department at +961 1 283683 Ext. 221 or 225.*

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### Discounts

- A 10% family discount applies to LBP tuition fees starting with the third child.
- A 15% family discount applies to the third child for the USD portion of tuition fees only.
- A 20% discount applies from the fourth child onwards for the USD portion of tuition fees only.

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### Accepting Wellspring's Offer and Financial Agreement

- Signing Wellspring's acceptance letter constitutes a legal commitment to the school's financial terms, conditions, and refund limitations for the entire enrollment period.
- The applicant and parent/guardian agree to comply with all Wellspring rules, regulations, procedures, and the financial contractual agreement.
- Acceptance of enrollment confirms the obligation to pay the full academic year's tuition and all associated fees, even in cases of early withdrawal.

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### Withdrawing from Wellspring

- If a family withdraws before the first day of school, all tuition and fees paid remain non-refundable, and Wellspring reserves the right to collect full payment of the signed contract.
- If a family withdraws after the first day of school, they must notify the Admissions & Finance Office in writing, stating the reason and time for withdrawal. All tuition and fees remain non-refundable, and Wellspring maintains the right to collect full contractual payment.
- Students withdrawing after the first day of school must return all textbooks and library books provided by the school. Failure to do so will result in a penalty of USD 100 per book (for MYP and DP students) or USD 75 per book (for PYP students).

- In cases of non-voluntary early withdrawal due to international employment relocation, the school may adjust fees for transportation, hot lunch, or after-school programs, if similar discounts are obtained from suppliers. A formal, registered letter from the employer is required for consideration.

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#### Financial Contractual Obligations and Refund Limitations

- All tuition and fees must be paid in full, regardless of the date, day, or reason for withdrawal. No refunds are provided.
- Tuition and fees remain non-refundable in cases of suspension or expulsion due to severe behavior, and parents will still be obligated to pay full tuition
- Misrepresentation regarding the student's identity, age, nationality or any false information regarding the student may result in immediate dismissal from Wellspring, with parents still obligated to pay full tuition.
- Failure to disclose, whether intentional or unintentional, prior diagnoses or professional treatments related to developmental, speech, learning, social-emotional, or physical disabilities may lead to immediate dismissal with no refunds. Full contractual tuition payment remains due.
- Per Lebanon's Ministry of Education Law 515/96, tuition fees may be adjusted in January of the same academic year after the school submits its budget to the Ministry.

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#### School Closures / Force Majeure - Continued Learning

- In unusual circumstances where the school cannot operate regularly, learning will continue virtually via Microsoft Teams, teacher office hours, and academic applications, following the regular schedule.
- In the event that online learning cannot be implemented due to external factors, alternate learning days will be scheduled.
- No refunds will be granted for extended absences, whether forced or voluntary.

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#### Late Payments

- An account is delinquent if payment is not received by the due date.
- A late payment fee of USD 250 per month (or part of a month) will be added to overdue accounts.
- Parents are responsible for any legal/bank fees incurred in collecting unpaid fees.
- Any partial payments received will first be applied to overdue amounts before being applied to current balances.
- Late payment fees apply to any unpaid balance from the June or December installments.

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#### Official Documents, International Trips, and Graduation Ceremonies

- If a student's account is delinquent, the only official document issued will be a special tuition statement indicating enrollment status, pass/fail conditions, and outstanding tuition amounts.

- Payments made for international travel will be applied to outstanding tuition first.
- Students with delinquent accounts will not be allowed to participate in graduation ceremonies.

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### Method of Payment

- The Capital Development fee is a one-time fee fully payable in cash (USD only) or by international wire transfer if from outside Lebanon. **For new students, the Capital Development must be paid fully along with the 1<sup>st</sup> installment upon registration.**
- Tuition and fees must be paid as stated in the offer:
  - LBP tuition must be paid in cash (LBP only).
  - USD tuition and Capital Development fee must be paid in cash (USD only).
  - Currency exchanges are not permitted.
- Payments can be made via:
  1. Direct bank deposit at any Bank Audi branch (parents are responsible for all bank fees). When making a bank deposit, ensure the child's name is included on the receipt.
  2. At School premises (contact the Accounting Department for details).

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### Acknowledgment

I have read, understood, and accepted the financial policy and responsibilities outlined above.

Parent Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Director of Admissions: \_\_\_\_\_

Date: \_\_\_\_\_