

## **PINEFIEDS CANCELLATION POLICY:**

- 1. School fees are due in advance or on the 28<sup>th</sup> of each month.**
- 2. Please note this is a twelve-month contract and not a month to month contract, therefore, ONE FULL calendar months' notice must be given before your child leaves the school, aftercare and/or transport. If you don't abide by this, you will be held responsible for full payment of fees.**
- 3. Notice will NOT be accepted for your child to leave in November or December of any year. Should you give notice during the above months you will be held responsible for full payment of fees. Notice for children leaving at the end of the year needs to be given by latest OCTOBER of every year.**
- 4. Fees are still payable even if your child does NOT attend school and aftercare, transport or holiday care through illness or any other reason. Full fees are still due whether your child attends holiday care or not. Full transport fees are also payable during school holidays whether transport is being utilised or not.**