
ANGLO ACADEMY

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Harrow International School HK
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Hong Kong



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ANGLO ACADEMY ACCEPTANCE

Anglo Academy is a private organisation which provides excellent education around Asia. As our places are in high demand, we cannot accept students onto the course without a deposit or, if you are signing up after our final deadline, we require the full payment. Our courses and programmes are limited in numbers, and because they are residential, we must balance the number of girls and boys as well as a range of ages, so just because we have space, it does not mean that your child will be guaranteed a place. This is for safety and staffing requirements.

Once you have received an acceptance letter/email and an invoice, we request a deposit of \$2500 HKD to reserve your place on your chosen course. If you are travelling from outside of Hong Kong and have booked flights and hotels with us, we require a higher deposit to cover the extra costs. These will be sent to you in an email.

PROVISIONAL PLACE

Once we receive your deposit, you will receive confirmation and your place will be provisionally reserved until the final course fee payment. You will receive a reminder before the final amount is due.

CONFIRMATION OF ACCEPTANCE

Once we have received your full payment, your place is fully confirmed onto your chosen course. All students must complete the Health Form and Information for Parents booklet before attending one of our programmes. This can either be done online or via paper copy and must be with Anglo Academy a minimum of seven days before the course starts.

REFUNDS

If for some reason your child is unable to attend the course, our refunds policy is detailed

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below. Unfortunately, all deposits are non-refundable.

Deposit	Non-refundable
Less than 45 days	Fees non-refundable
45-90 days	30% fees refundable
90 days+	Full refund minus deposit of \$2500HKD

EXCHANGE OF PLACE

If students cannot attend the course, but cancel within 45 days of the course, there will be no refund. However, students are allowed to find a replacement to avoid the loss of fees. All replacements should inform Anglo Academy as soon as possible. Only replacements of the same sex and age can be guaranteed, due to bed spaces, but we will try our best to accommodate those of a different sex replacing a student.

If flights have been booked, we will try our best to reclaim flight costs for the student but due to the lengthy process, this can sometime take up to 90 days. As such, we cannot guarantee any flight or hotel reimbursements.

In the event that a student transfers from one course to another, if the course that they are transferring to still has Early Bird discounts available, the student will not be entitled to any Early Bird Discounts for the subsequent course and must pay fees in full. All fee deadlines will be based on the initial sign up.

For instance, if a student signs up to an Easter Course and requests a transfer to a Summer course, if the Director agrees to a transfer, and if there is space, the payment deadlines will still be for the Easter Course dates and will not be postponed until the Summer deadlines.

All transfers, exchanges and delays in payment are at the discretion of the Director. Any students whose fees are not paid in full by their given deadline will be assumed cancelled, unless agreed by the Director. Anglo Academy reserves the right to release the student's place if we have not heard from you or agreed to the payment extension.

INCLEMENT WEATHER TYPHOONS

Before school hours:

Parents should use radio or television (or consult the EDB website) to receive announcements on the closure of schools.

If Typhoon Signal Pre-8 or Signal 8 or above is raised prior to school hours, all schools will close.

The pre-8 signal indicates that the observatory expects to raise the Signal 8 within two hours, giving schools and families the opportunity to be prepared.

If a signal is raised while students are travelling to school, Anglo Academy is responsible for receiving the students and holding them until arrangements can be made for them to return home at an appropriate time.

In school hours:

With the government announcement of the closure of schools, all schools and camps are to close. In that situation principals will ensure that safe and adequate arrangements can be made for students to return home.

If that is impossible, Anglo Academy will inform affected parents that their children will remain in school until it is safe to release them or until a parent or designated responsible adult picks them up. Students will not be sent home on our buses once a Signal 8 or above has been hoisted.

Lowering of signals:

When a typhoon signal is lowered to Signal 3, or all signals are cancelled, all schools will open on the next school day.