



## **British International Remote School (BIRS) Student Withdrawal Policy**

### **Effective Date:**

### **1. Right to Withdraw**

- 1.1. Parents/Guardians may withdraw their child from any BIRS course or programme at any time by following the procedures outlined in Section 2 of this policy.
- 1.2. All withdrawals are subject to the notice periods and financial implications detailed in Section 4 of this policy and the **BIRS Refund Policy**.

### **2. How to Withdraw**

- 2.1. To withdraw your child from BIRS, Parents/Guardians must provide **written notification via email** to [contact@thebirs.co.uk](mailto:contact@thebirs.co.uk). Verbal notifications will not be accepted as formal notice of withdrawal.
- 2.2. Your withdrawal notification email must include:
  - a) Your Child's Full Name
  - b) The Course(s) or Programme Name from which you are withdrawing your child
  - c) A clear statement of your intent to withdraw your child
  - d) Your Intended Date of Withdrawal (This is the last date your child will participate in BIRS services or the date you wish the withdrawal to become administratively effective).
  - e) Reason for Withdrawal (Optional, but appreciated): Providing a reason helps BIRS to monitor and improve its services.

### 3. Acknowledgement & Effective Date of Withdrawal

- 3.1. BIRS will acknowledge receipt of your written withdrawal notification, typically within three (3) working days.
- 3.2. The administrative effective date of withdrawal will generally be the “Intended Date of Withdrawal” you provide in your notification, or as otherwise agreed in writing with BIRS.
- 3.3. Please note that your financial obligations and any eligibility for refunds are determined by the notice periods outlined in Section 4 of this policy and the specific terms within the **BIRS Refund Policy**.
- 3.4. If the “Intended Date of Withdrawal” provided does not meet the required notice period for your specific payment plan (as stated in Section 4), you will remain liable for tuition fees throughout the full applicable notice period as defined herein.

### 4. Notice Periods and Financial Implications

This section outlines the required notice periods for withdrawal according to the payment plan selected at the time of enrolment.

All specific details regarding refunds, non-refundable fees (such as Enrolment Fees), and financial adjustments are governed by the **BIRS Refund Policy** and the **BIRS School Fees Policy**.

#### 4.1. Students on a Monthly Payment Plan

- a) To withdraw a student on a Monthly Payment Plan, written notice must be received by BIRS **on or before the first day of the month preceding the intended final month of attendance**.

*(For example, if the intended final month of attendance is December, notice must be received by BIRS on or before November 1st.)*

- b) Tuition fees will be due for the entirety of the notice period, including the final month of attendance.
- c) The two-week deposit, as outlined in the **BIRS School Fees Policy**, may be applied towards the final payment if proper notice is given and all outstanding amounts are settled. If notice is insufficient, or if there are outstanding fees, the deposit may be forfeited, and additional fees may be due as per the **BIRS Refund Policy**.

#### 4.2. Students on a Termly Payment Plan

- a) To withdraw a student on a Termly Payment Plan and avoid fee liability for an upcoming academic term, written notice must be received by BIRS **no later than one (1) calendar month before the first official day of that upcoming academic term**.

- b) If notice is received after this deadline, or if notice is given during a term for withdrawal at the end of that same term (without having given notice for the *next* term by its deadline), the student is considered enrolled for that full current and/or upcoming term for which timely notice was not provided. Tuition fees for such term(s) are due and payable. Withdrawal will be administratively effective from the end of the last term for which fees are liable.
- c) No pro-rata refunds are typically given for a term that has already commenced or for which insufficient notice for non-commencement was provided, as detailed in the **BIRS Refund Policy**.

#### 4.3. Students on an Annual Payment Plan

- a) Fees for Annual Plans are discounted and are **largely non-refundable after a 14-day cooling-off period** from the start of the academic year or the student's first day of service provision, whichever is later. The terms of this cooling-off period and any eligible refund within it are detailed in the **BIRS Refund Policy**.
- b) Parents may withdraw a student on an Annual Plan at any time by providing written notice to BIRS. For administrative and planning purposes, BIRS requests at least **one (1) month's written notice** of the intended date of withdrawal.
- c) Providing this notice is primarily for administrative purposes to ensure a smooth transition for the student. Due to the discounted nature and upfront payment of annual fees, withdrawal after the 14-day cooling-off period will **not typically result in a pro-rata refund of the annual fees paid**.
- d) Any exceptions or potential for partial refunds in very specific, limited circumstances (e.g., proven long-term incapacitating illness of the student) are solely at the discretion of BIRS and will be governed by the terms outlined in the **BIRS Refund Policy**. The original 10% annual discount may be subject to forfeiture or recalculation in any such exceptional case where a discretionary refund is considered.

#### 4.4. General Financial Notes

- a) All outstanding fees must be settled by the effective date of withdrawal or as per the final invoice issued by BIRS.
- b) BIRS reserves the right to pursue recovery of any unpaid fees due in accordance with these terms, the **BIRS School Fees Policy**, and the BIRS Terms and Conditions.
- c) Enrolment Fees and Re-enrolment Fees are non-refundable, as stated in the **BIRS School Fees Policy**.



## 5. **Effect of Withdrawal**

Upon the administrative effective date of withdrawal, and subject to the settlement of any outstanding financial obligations, your child's access to the specific course materials, live lessons, and associated BIRS systems for that course/programme will be discontinued in accordance with our standard procedures. BIRS will confirm the final date of access.

## 6. **Policy Modifications**

- 6.1. BIRS reserves the right to modify this **Student Withdrawal Policy** at any time.
- 6.2. Any changes will be effective upon posting on our website or direct notification to parents.
- 6.3. The policy in effect at the time BIRS receives your formal written withdrawal notification will apply to your withdrawal.