



BIRS (British International Remote School) – Student Withdrawal Policy

Effective Date: June 1, 2025

1. Right to Withdraw

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

2. How to Withdraw

To withdraw your child from BIRS, Parents/Guardians must provide written notification via email to contact@thebirs.co.uk Verbal notifications will not be accepted.

Your withdrawal email must include:

- Your Child's Full Name
- A clear statement of your intent to withdraw
- Your Intended final date of attendance
- Reason for Withdrawal (Optional, but appreciated for our improvement)



3. Acknowledgement & Effective Date of Withdrawal

BIRS will acknowledge receipt of your written withdrawal notification, typically within three (3) working days. The effective date of withdrawal will be based on the notice period for your payment plan. Your financial obligations are determined by these notice periods, not just your intended withdrawal date.

4. Notice Periods and Financial Implications

This section outlines the required notice periods for withdrawal according to your chosen payment plan. All fees, including the non-refundable Enrolment Fee and security deposit, are governed by the BIRS Fees Policy.

4.1. Students on a Monthly Payment Plan:

- **Notice Period:** A minimum of **one full calendar month's notice** is required. Notice must be given in writing on or before the 1st day of the month for withdrawal to be effective at the end of that same month.
 - **Example:** To make December the final month of attendance, notice must be received by December 1st.
- **Financial Obligation:** Tuition fees are due for the entirety of the one-month notice period.
- **Security Deposit:** The **one-month security deposit** will be returned within 30 days of the student's final day, provided that the full notice period has been served and all outstanding fees have been settled. If insufficient notice is given, the deposit will be forfeited to cover the notice period fees.

4.2. Students on an Annual Payment Plan:

- **Commitment:** The Annual Plan is a commitment for the full academic year and is heavily discounted on that basis.
- **Refunds:** Once the academic year has commenced, **annual tuition fees are non-refundable**. BIRS is not obligated to provide any refund or credit for students withdrawing mid-year.



- **Administrative Notice:** For administrative and planning purposes, BIRS requests at least **one (1) month's written notice** of a student's intended final day. This notice does not alter the non-refundable nature of the annual fees but ensures a smooth transition for the student.
- **Exceptions:** Any consideration for a partial refund in exceptional, documented circumstances (e.g., severe, long-term incapacitating illness of the student) is solely at the discretion of BIRS. In such cases, the Annual Plan discount would be forfeited, and any refund calculated against the standard monthly rate.

5. Effect of Withdrawal

Upon the student's final effective day of withdrawal, and after settlement of all outstanding financial obligations, access to all BIRS lessons, online platforms, and resources will be discontinued.

6. Policy Modifications

BIRS reserves the right to modify this policy. The policy in effect at the time BIRS receives your formal written withdrawal notification will apply.