**School Registration Number:**

542687

**Registered Address:**

FLAT A, B, C, & F, 2/F LEN SHING MANSION,

162-168 CASTLEPEAK ROAD, YUEN LONG,

NEW TERRITORIES

**Telephone Number:** 29440404

**Fax Number:** 29440550

**Refund Policy**

1. **Refund Policies:**
2. In case the student withdraws from our Kindergarten before the commencement of the new term, the admission fee is forfeited by the applicant and will not be refunded.
3. In case a refund is warranted from our Kindergarten, refund arrangement will be made.
4. **Refund Procedures:**
5. Our Kindergarten will inform parents and guardians of the refund arrangement either over the telephone or in writing.
6. Our school will refund pupils in accordance with the above policies.
7. When processing the refund, our school will not take away the original fee receipts. Upon receipt of the refund, parents or guardians should sign to acknowledge the receipt.
8. Our school will pay the refund through cash only.