



111 East 22nd Street  
New York, NY 10010  
[www.theEcole.org](http://www.theEcole.org)

## REFUND & CANCELATIONS TERMS AND CONDITIONS

### Afterschool Programs

### 2022-2023 school year – Semester 2

École Internationale de New York, LLC (“The École”) is happy to offer children enrolled at The École the opportunity to participate in a variety of enriching on-site afterschool programs (the “Programs”).

Please note if we do not have sufficient enrollment in any Program, The École reserves the right to cancel that Program and offer the opportunity to select another Program or receive a refund.

Afterschool Programs for the second semester of the 2022-2023 school year will begin the week of January 30, 2023. During that first week parents may cancel a child’s enrollment and receive a refund or switch their child’s selected Program(s). In case of a change of activity, depending on the price difference between the two activities, an additional fee might be requested from the parents, or a partial refund to the parents might be processed by The École. All such changes and cancellations must be submitted in writing on or before February 6, 2023. After February 6, 2023, no refunds will be issued, unless The École cancels a Program or particular sessions of a Program due to circumstances such as a Covid related closure. Refunds will also be issued, or a lesson rescheduled in the case of a teacher canceling a private music lesson.

In the event a child must quarantine or isolate for Covid related reason, The École will issue a refund for the activities not attended. There will be no refunds or make-up classes in the event of a child’s absence from a program for any other reason or in the event a child is required to withdraw due to behavior issues, which shall only occur after a warning has been given to the child’s parent/guardian.

Children must be picked up promptly at the time specified for their program. Due to the need to compensate staff who wait with children who are picked up late, there will be a charge for late pickup in the amount of \$20 per every full or partial quarter of an hour late.