

## LEAP Cancellation Policy

The LEAP tuition fee is non-refundable, unless enrollment is cancelled via email notification to the school office ([info@kist.ed.jp](mailto:info@kist.ed.jp)) 2 days prior to the first day of LEAP class. Fees will not be reduced or waived due to a student's absence from school for medical or personal reasons. Furthermore, refunds are not provided for instructional days lost due to reasons beyond the school's control.

Upon notice of cancellation, refunds will be issued as listed below.

Notice of Cancellation	Refund of LEAP Tuition
4-7 days before LEAP classes begin	100%
2-3 days before LEAP classes begin	50%
1 day before LEAP classes begin	0%
During semester	0%

## LEAP キャンセルポリシー

授業料は、LEAP 従業開始日 2 日前までスクールオフィス ([info@kist.ed.jp](mailto:info@kist.ed.jp)) メールにてキャンセルの連絡がない場合、授業料は返金されません。体調不良など、個人的な事情による欠席や天候(台風や大雪)による授業の中止の場合も返金されません。

キャンセル日	授業料の返金
LEAP 授業開始日の 4 日前まで	100%
3 日前-2 日前	50%
1 日前	0%
授業開始後	0%