

## **FAQ's ON IBED REFUND:**

### **What fees will be refunded and what portion of the fees will be refunded?**

<b>Fees</b>	<b>% of Refund</b>	<b>Applicable to</b>
Graduation Ball	100.0%	All Grade 12 students
Energy Fee	5.0%	All levels
Computer Lab Fee	5.0%	Grade 3 to Grade 12
Science Lab Fee	5.0%	Grade 7 to Grade 12
Multimedia/ Speech Lab	5.0%	Grade 7 to Grade 12
Feeding Program	5.0%	Kinder to Grade 2 students

- The Graduation Ball will be refunded in full due to the cancellation of the event.
- The 5% rate for the other fees was calculated based on the period from the start of class disruption to the original end date of the final exams.

### **I plan to continue my son's/daughter's education in San Beda University. How will I get my refund?**

The refund will be credited against any outstanding balance. If there is any excess, or you have fully paid the fees this School Year, this will be credited to future assessments/ enrollment fees in SBU.

But if you wish to get the refund in check, please email the following information on or before **June 15, 2020**- Name of Student, Student No., Contact Information, Name to be indicated on the check to:

amespinosa@sanbeda.edu.ph – **for MENDIOLA CAMPUS**

idearos@sanbeda.edu.ph – **for RIZAL CAMPUS**

### **I have fully paid the SY19-20 school fees, but I am transferring my son/daughter to another school this coming school year. How will I get my refund?**

Please email your intent to transfer him/her to another school, the request for refund and the following information - Name of Student, Student No., Contact Information, Name to be indicated on the check to:

amespinosa@sanbeda.edu.ph – **for MENDIOLA CAMPUS**

idearos@sanbeda.edu.ph – **for RIZAL CAMPUS**

### **How will I know if I still have any outstanding balance?**

Please email and provide student details to request your outstanding balance to:

amespinosa@sanbeda.edu.ph – **for MENDIOLA CAMPUS**

idearos@sanbeda.edu.ph – **for RIZAL CAMPUS**

### **Can I apply the refund to the reservation fee?**

No. The refund will be applied to future assessments/enrollment fees in SBU.

### **My son/daughter is a graduating student (Grade 12). How will I get my refund?**

The refund will be named under the registered parent/guardian. If you wish to change the name to be indicated on the check, kindly email on or before **June 15, 2020** and provide the following information - Name of Student, Student No., Contact Information, Name to be indicated on the check to:

amespinosa@sanbeda.edu.ph - **MENDIOLA CAMPUS**

idearos@sanbeda.edu.ph – **RIZAL CAMPUS**

To comply with the rules of social distancing, we would schedule the release of check per Section for Grade 12.

**MENDIOLA CAMPUS (9:00AM to 4:00PM)**

Section	Schedule
12 – ABM 1	July 01, 2020
12 – ABM 2	July 02, 2020
12 – ABM 3	July 03, 2020
12 – ABM 4	July 06, 2020
12 – ABM 5	July 07, 2020
12 – HUMMS 1	July 08, 2020
12 – HUMMS 2	July 09, 2020
12 – HUMMS 3	July 10, 2020
12 – HUMMS 4	July 13, 2020
12 – HUMMS 5	July 14, 2020
12 – STEM 1	July 15, 2020
12 – STEM 2	July 16, 2020
12 – STEM 3	July 17, 2020
12 – STEM 4	July 20, 2020
12 – STEM 5	July 21, 2020
12 – STEM 6	July 22, 2020
12 – STEM 7	July 23, 2020
12 – STEM 8	July 24, 2020

**RIZAL CAMPUS (9:00AM to 4:00PM)**

Section	Schedule
ABM - 1	July 01, 2020
ABM - 2	July 02, 2020
ABM - 3	July 03, 2020
HUMMS - 1	July 06, 2020
HUMMS - 2	July 07, 2020
STEM - 1	July 08, 2020
STEM - 2	July 09, 2020
STEM - 3	July 10, 2020
STEM - 4	July 13, 2020
STEM - 5	July 14, 2020
STEM - 6	July 15, 2020

**Note:** For those who had failed to claim the checks, please email the Accounting Office first to re-schedule.

**My son/daughter will not yet graduate this School Year, but I requested for the refund in check form. When can I claim the check?**

Upon confirmation of the receipt of your email by the Accounting Office, you will be given a schedule for the pick-up of the check.

**What do I need to present to claim the check refund?**

Present a valid ID **and/or** your son's/daughter's San Beda University School ID to claim the check refund from the Accounting Office.