



# PAYMENT AND REFUND TERMS

## PAYMENT

**Registration Fee:** ISBerne Online requires payment of a non-refundable registration fee. This Registration Fee must be paid in full in order to progress in the enrollment process.

**Tuition:** ISBerne Online requires payment of tuition in full, or a down payment if the payment plan option is selected. Tuition must be paid in full in order to receive a transcript or diploma from ISBerne Online.

### The following payment options are available:

**CREDIT CARD:** We accept Visa and Mastercard

**ONLINE PAYMENT (AED only)** - Credit/Debit cards

**WIRE TRANSFER:** Citibank Wafi Branch

**Account Name:** iCademy Middle East FZ LLC

**Account #:** 0201930006

**IBAN:** AE4402110000000201930006

**Swift Code:** Citiaead

## PAYMENT RETURNS

**Online Access Lock:** If a payment has bounced, online course access will be cut within 10 days unless a payment has been made.

**Withdrawal:** The student will automatically be withdrawn from the online school after 30 calendar days from course lock.

## REFUND POLICY

**Refund Policy:** Refunds are ONLY available for tuition that has been paid in full. To be eligible for a refund, a parent or guardian must provide written notification to ISBerne Online, requesting to drop a course or withdraw the child from the school. We recommend that the student's Homeroom Teacher or Academic Advisor is contacted to discuss the reason for the course drop or school withdrawal. Refunds are calculated based on the "Withdrawal Date" which is the postmark and/or electronic imprint date on the written notification. Specific information on percentages available for refund is outlined below:

### ONLINE TUITION FEE

Prior to Start Date = 25% of Full Year tuition fee will be charged

Day 1-30 from Start Date = 50% of Full Year tuition fee will be charged

Day 31 onwards from Start Date = 100% of the fees will be charged

## NOTES

- Payment refund can take 15-20 business days
- Registration and any Admin Fees are **NON-REFUNDABLE**
- Refunds will be returned through the original mode of payment