



# Important Information

## Refund & Cancellation Policy

### Student's Right to Cancel a Course

We know that sometimes plans can change. Every student has the right to cancel a course and obtain a refund by providing a written notice to the school.

### Refund Policy

The student has a right to a full refund of all tuition charges, less the total amount paid for the non-refundable application fee (\$100), if the student cancels a course prior to the first day of instruction, the student never attends Brandon College (no-show), or the visa application was denied.

If an F-1 student enters the U.S. on an I-20 issued by Brandon College and cancels prior to the start date or never attends (no show), the institution may retain all tuition charges for up to four (4) weeks, all actual accommodation costs incurred and a maximum of \$500 for non-refundable charges, including any application, booking and cancellation fees.

The first four (4) weeks of any course are non-refundable. After the first four (4) weeks, a pro-rata tuition refund through the fifty percent (50%) point of the course will be provided. After the fifty percent (50%) point of the course, no tuition refund will be made. Prorated refunds will be calculated on a weekly basis.

no refund for first 4 weeks

The institution will consider a partial week the same as if a whole week was completed, provided the student was present at least one day during the scheduled week.

### Private Instruction (one-one-one course)

Please give us at least 24-hour prior notice (phone, email, in person) to cancel or reschedule the next class. No make-up for lost time due to short insufficient notice, late arrival or early departure. Tuition paid for group instruction cannot be used for private instruction.

### Supplies and Materials

The books and materials fee is charged for every 4 weeks or any portion thereof. It is generally not refundable after the student has received the books and started the course.

### Accommodations

A non-refundable housing placement fee is charged for all accommodation bookings (\$100 residence club; \$150 homestay). To change any confirmed booking, a \$50 service fee may apply. There is a \$250 cancellation fee if a confirmed booking is cancelled less than thirty (30) days prior to check-in. After the check-in date, a thirty (30) day written notice is required to shorten a booking and a \$250 early check-out fee applies.

### Airport Pickup

The airport pickup fee is non-refundable unless it is cancelled in writing at least ten (10) days prior to the scheduled arrival or departure date.

### Course Extensions

If a student extends a course, each extension shall be considered a new enrollment for purposes of this refund policy. The student will be asked to sign a new agreement for each extension.

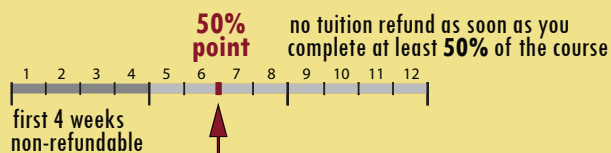
### F-1 Visa Denial (you must return the original I-20!)

The original Form I-20 and a copy of the denial letter from the U.S. embassy are required to process the cancellation and obtain a refund of prepaid fees.

### Payment of Refunds

Refunds will be paid by check in US Dollars within forty-five (45) calendar days of receipt of a written cancellation. Payment by wire transfer is available upon request. A processing fee of \$75 will be deducted from the refund amount for all wire transfers. If a student never attends class (no-show) and fails to notify the school of the cancellation, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class. Refunds can only be paid to a third party upon written request by the student or the agent representative.

Refund Policy - for 12-week Enrollment (example)



Brandon College is not obligated to make refunds to students who are terminated due to violation of the institution's written disciplinary and/or attendance policies or local, state, or federal law. Students in violation of their immigration status do not qualify for a refund.

If the institution cancels or discontinues a course, the school will make a full refund of all charges for that course. Brandon College does not participate in the State of California Student Tuition Recovery Fund.