

# IMPORTANT INFORMATION

## ACCREDITATION

Educational Programs offered by Brandon College are validated by the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET), a national accrediting agency listed by the U.S. Secretary of Education.

The school is registered with the State of California, Bureau for Private Postsecondary and Vocational Education (BPPVE) in the Department of Consumer Affairs.

Brandon College is authorized by the U.S. Immigration and Naturalization Service to accept non-immigrant foreign students.

## BUYER'S RIGHT TO CANCEL

Every student has the right to cancel a course and obtain a refund by providing a written notice to the school.

## REFUND POLICY

### Tuition

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.

The first four (4) weeks are non-refundable. After the first four (4) weeks, a pro rata refund through the fifty percent (50%) point of the course will be provided. A cancellation fee of \$250 or 20% of the remaining tuition (whichever is greater) will be deducted from the refund. After the fifty percent (50%) point of the course, no refund will be made.

Prorated refunds will be calculated on a weekly basis. 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.

The institution 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 school 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.

### Payment of Refunds

Refunds will be paid within thirty (30) calendar days of the written cancellation. If a student never attends class (no-show) and fails to notify the school of the cancellation, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class.

### Private Instruction

Written 24-hour prior notice is required to cancel, change or re-schedule the next class. 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. It is only refundable to the extent that the student has paid this fee in advance and has not started the course yet.

### Accommodations

There is a non-refundable housing placement fee for all accommodations (\$100 residence club; \$150 homestay). A \$50 service fee applies to change any confirmed booking.

A \$250 cancellation fee applies if a confirmed booking is cancelled less than 30 days prior to check-in. After the check-in date, all accommodation fees become non-refundable. A thirty (30) day written notice is required prior to the check-out.

### Airport Pickup

Arrival details (date, time, airline, flight #) are at least ten (10) days prior to arrival date to guarantee the pick-up service.

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

### Express Mail & Courier Charges

Express mail or courier service charges are non-refundable.

### Extension of Courses

If a student extends his/her course and/or accommodation, 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.

### Methods of Payment

We accept the following methods of payment:

- Cash
- Credit Card (Visa, Mastercard, American Express, JCB)
- Bank Swift Transfer
- Personal Check & Travelers Check
- International Money Order

### Bank Information

Please contact us for bank details or instructions.  
*info@brandoncollege.com • phone (415) 391-3918*

### School Holidays 2007

Brandon College is open year-round. The school is only closed on certain national holidays. No credit or make-up time will be granted for time lost due to holidays. Classes start on Tuesday if Monday is a holiday.

Jan 1	New Year
Jan 15	M.L. King
Feb 19	President's Day
May 28	Memorial Day
July 4	Independence Day
Sep 3	Labor Day
Nov 22/23	Thanksgiving
Dec 25	Christmas