

BRANDING ACADEMY REFUND POLICY

Revised on April 3rd 2019

INTERNATIONAL STUDENTS ONLY

Please read the refund policy thoroughly.

The registration fee, all placement fees and all Health Insurance Policy purchase fee are non-refundable in ALL cases. A refund of fees will not be given if a student does not attend classes. Please consider when applying that student authorization or visitors visas can take up to several weeks to process.

VISA

If your visa is rejected, BA will refund all fees excluding the registration fee, only upon receipt of the original LOA (Letter of Acceptance) and the official letter of refusal from the Canadian Embassy.

Cancellation After Getting Student VISA

There is no refund of any fee for applicants who have successfully received their visas with the Letter of Acceptance and other documents and assistance from BA.

Cancellation Before The Start Of Program

-BA will not refund the registration fee under any circumstances.

For students who received a Letter of Acceptance from BA:

If BA receives written notice of withdrawal from the student along with the original Letter of Acceptance issued by the school at least 30 calendar days before the start of the program, a cancellation fee of 25% of the total tuition fee will be charged. If less than 30 calendar days, a cancellation fee of 50% of the total tuition fee will be charged.

DOMESTIC STUDENTS AND INTERNATIONAL STUDENTS WHO DID NOT RECEIVE A LETTER OF ACCEPTANCE FROM BA

A full refund of the invoice amount (less the Registration Fee) will be given under the following conditions:

- a. written notice of withdrawal is received by BA, with proof that the withdrawal circumstances are not under the control of the student
- b. the notice is received less than 5 business days after the application is received
- c. AND is no less than 2 weeks before the course start date.

Cancellation After The Start Date & Dismissal

If for any reason, a student is dismissed from BA, no full-refund will be made later than three days after the first lesson.

The tuition fees are non-transferable.

1) A partial refund will be given if written notice of withdrawal is received by BA, with proof that the withdrawal circumstances are not under the control of the student:

- a. Before 51% of the total registered course of study is completed.
- b. AND is no less than 2 weeks before the start date of the next course.

2) If a student withdraws after 51% of the program of study is complete, no refund will be given.

- 3) A partial refund will be no more than 51% of the net tuition balance, to be determined at a pro-rated amount based on lessons completed.
- 4) If a student is dismissed from a program of study due to not adhering to the BA Code of Conduct, no refund will be given.
- 5) Students register with more than 2 programs with package discount, there is no refund for any cancellation of individual program.

BOTH DOMESTIC AND INTERNATIONAL STUDENTS

Absence

Students absent for more than 1 week, without notifying the school in writing, will be removed from the class and will have to re-enter the school.

Deferrals

You may defer your registration start date one time only, you will be charged a 10% of tuition fee as deferral fee before the start date. Defer your program after starting the program, a 25% of tuition fee as deferral fee will be charged and the institute will decide your returning session. There will be no deferrals for the second term.

Applying Through An Authorized Representative

Must request and obtain refund directly from the representatives.