



Cambridge International Academy

2020-2021 Full-Time Local Student Refund Policy

This is a copy of Cambridge International Academy terms and Conditions. By signing Cambridge International Academy' Registration Form (filling out the paper form, or by submitting the school's online form), I enter into a binding contract with Cambridge International Academy for my entire course of studies at this school, including any extra courses I may add at a later date. I fully understand that it is my responsibility, to provide Cambridge International Academy with a copy of my updated school transcript, showing that I possess the required prerequisites for all my registered subjects. Failure to provide an updated transcript means my registered course(s) will not be recognized by Cambridge International Academy as a credit granting course but rather a learning course. Cambridge International Academy may change, cancel or alter my registered courses, in case I did not have the correct prerequisites. I agree that all information provided is correct and true to the best of my knowledge. In addition, I acknowledge that I have fully read and understood the terms and conditions outlined on the back of the Registration Form and on this website. I agree to abide by Cambridge International Academy's Code of Conduct and any other regulations that are explained in the Cambridge International Academy's Course Calendar. The contents of the Calendar are reviewed by the Ministry of Education. A copy is available on our website.

Refund Policy for Full Time Students(Grade1 to Grade 12)

1. This refund policy applies to Cambridge International Academy full-time local in-school students and online local home school students only. The international students' refund policy is not included.
2. Refunds before a program of study starts: (a) If written notice of cancellation and notarized Custodianship form indicating that an alternative Guardian has been assigned to the Student by the Parents are received by Cambridge International Academy thirty (30) or more days before the program start date Cambridge International Academy may refund the tuition fee after minus CAD\$200.00 of non-refundable administration fee
3. If written notice of cancellation and notarized Custodianship form indicating that an alternative Guardian has been assigned to the Student by the Parents are received by Cambridge International Academy less than thirty (30) days before the program start date Cambridge International Academy may retain 15% of the total fees after minus CA\$200.00 non-refundable administration fee.



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4. Refunds after the program of study starts:

(a) If written notice of cancellation and notarized Custodianship form indicating that an alternative Guardian has been assigned to the Student by the Parents is received by Cambridge International Academy within the first two week of classes Cambridge International Academy may refund of 50% of the total custodianship fee minus CAD\$200.00 of refund administration fee.

(b) After the first two week of classes, no refund will be made.

5. If the student is expelled from by Cambridge International Academy, in accordance with its rules and regulations and the Parent shall not be entitled to any fee refund.

In all circumstances:

- The school will retain a non-refundable administration fee of \$200.00 per student.
- Refund will be issued by cheque, payable to the student.
- If the original payment was made by credit card, debit card or PayPal, the refund will be reversed to the respective financial institution.
- The student, parent or guardian is responsible for any outstanding payments regardless of the student's attendance or participation.
- The school may cancel, replace or alter the schedule of a course without prior notice.