**Procedures for the handling of deposits, fee payments and refunds:**

1. **Deposits:**

* The school requires a deposit of [insert amount] to secure a student's place in a course.
* Deposits are non-refundable and must be paid within [insert timeframe].
* The deposit will be deducted from the total course fee.

1. **Fee Payments:**

* Course fees must be paid in full before the course start date, unless otherwise agreed upon with the school.
* Payment can be made by [insert acceptable payment methods].
* If a student's fees are not paid in full by the course start date, the school reserves the right to refuse entry to the course.

1. **Refunds:**

Requests for refunds must be made in writing to the school administration.

* Refunds will only be granted in the following circumstances:

a) The student has cancelled their course before the course start date.

b) The school has cancelled the course.

c) The student is unable to attend the course due to visa or travel restrictions.

* Refunds will not be granted for missed classes or late arrival to the course.
* Refunds will be issued within [insert timeframe] of the request being approved.
* Refunds will be made by the same method as the original payment, unless otherwise agreed upon with the school.

1. **Late Payment:**

* Late payment of fees may result in additional charges, such as late payment fees or interest charges.
* If fees are not paid within [insert timeframe], the school reserves the right to take legal action to recover the debt.

1. **Communication:**

* All communication regarding deposits, fee payments and refunds should be directed to the school administration.
* The school will provide regular updates on the status of deposits, fee payments and refunds to students.

By signing up for a course with the school, students agree to these procedures for the handling of deposits, fee payments and refunds.