

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.

2. 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.

3. 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.

4. 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.

5. 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.