

## **PAYMENT:**

**Registration Fee:** iCademy Middle East requires payment of a non-refundable registration fee. This Registration Fee must be paid in full in order to progress in the enrollment process with iCademy.

**Tuition:** iCademy Middle East requires payment of tuition in full, or a down payment if the payment plan option is selected. Tuition must be paid in full in order to receive a transcript or diploma from iCademy.

The following payment options are available:

- **CASH** – To be presented in our office in Knowledge Village
- **CHECK** – Made out to iCademy Middle East FZ LLC, presented in person or via courier
- **CREDIT CARD** – We accept Visa and Mastercard
- **ONLINE PAYMENT (AED only)** using credit/debit card, Apple Pay and TABBY
- **WIRE TRANSFER / DIRECT DEPOSIT** – Citibank Wafi Branch  
Account Name: iCademy Middle East FZ LLC Account #: 0201930006  
IBAN: AE440211000000201930006 Swift Code: citiaead
- **ZENDA PAYMENT APP (AED only)** – Payment in full or via installment plan. Download the zenda app by scanning the QR code or **Click Here:**



## **PAYMENT RETURNS:**

**Bounced Checks and Auto payment decline (Zenda):** Subject to an administrative fee of AED500.

**Online Access Lock:** If a payment has been returned, online course access will be blocked within 10 days unless a payment has been made.

**Withdrawal:** The student will automatically be withdrawn from the online school after 30 calendar days from course lock.

## **REFUND POLICY (As per KHDA guidelines):**

**Refund Policy:** In order to be eligible for a refund, a parent or guardian must provide written notification to iCademy Middle East, requesting to drop a course or withdraw the child from the school. It is also recommended that the student's teacher or Academic Advisor is contacted to discuss the reason for the course drop or program withdrawal. Refunds are calculated based on the "Withdrawal Date" which is the postmark and/or electronic imprint date on the written notification. Specific information on percentages available for refund is outlined:

**Day 1-15 from Start Date = 10% of FULL YEAR or 1 month equivalent of Full Year Total Fees**

**Day 16-30 from Start Date = 20% of FULL YEAR or 2 months equivalent of Full Year Total Fees**

**Day 31 onwards from Start Date = 1 Semester\* Tuition Fee**

## **NOTES:**

- Payment refund can take 15-20 business working days
- Registration and any Admin Fees are **NON-REFUNDABLE**
- Refunds will be returned through the original mode of payment with the exception of cash and Zenda payments. Cash and Zenda payments will be returned via bank transfer.