



iCADEMY

MIDDLE EAST

The American Online School

PAYMENT AND REFUND TERMS

1. 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 the iCademy.

Tuition: iCademy Middle East requires payment of 1) tuition in full, or 2) down payment if payment plan option is selected (for full time enrollment only). Tuition must be paid in full in order to receive a transcript or diploma from the iCademy.

The following payment options are available:

- **CASH** – To be presented in our office in Knowledge Village
- **CHEQUE** – Made out to iCademy Middle East FZ LLC. Presented in person or via courier
- **CREDIT CARD** – We accept major Visa and Mastercard.
- **ONLINE PAYMENT** (AED only) using credit/debit card – Please contact Accounts Team
- **WIRE TRANSFER / DIRECT DEPOSIT** – Citibank Wafi Branch
Account Name: iCademy Middle East FZ LLC Account #: 0201930006
IBAN: AE440211000000201930006 Swift Code: citiaead

2. PAYMENT RETURNS:

Bounced Checks: All bounced checks will be subject to an administrative fee of AED500

Online Access Lock: If a payment has bounced, online course access will be cut within 10 days, unless a payment replacement has been made.

Withdrawal: The student will automatically be withdrawn from the system after 30 calendar days from course lock

3. 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 coach 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:

- *School Calendar are on 2 SEMESTER and not 3 Terms
- Payment refund can take 15-20 business working days
- Registration and any Admin Fees are **NON-REFUNDABLE**
- Refunds will be return thru original mode of payment

تأسست كشركة منطقة حرة ذات مسؤولية محدودة وفقا لقانون الشركات الخاصة في منطقة دبي الحرة للتكنولوجيا والإعلام ٢٠٠٢ و الصادر بموجب قانون رقم (١) لسنة ٢٠٠٠ لإمارة دبي (وتعديلاته).

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