

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 the enrollment process with iCademy Middle East.

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 iCademy Middle East.

Shipping Fee: Shipping Fee must be paid along with the tuition fee to proceed with the processing of material order.

2. PAYMENT RETURNS

Bounce Checks: All bounced checks will be subject to an administrative fee of AED 200

Online Access: If a payment has bounced, online course access will be cut within 7 working days unless a payment replacement has been made.

3. REFUND POLICY

Refund Policy: Refunds are ONLY available for tuition that has been paid in full. 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:

Online Tuition Fee:

Prior to start date = 75% refund of tuition fee

Day 1-30 of start date = 50% refund of tuition fee

After day 31 of start date = 0% refund

Learning Center Fee:

*If paid for the full year, refund will be based on unused semester

*Payment refund can take 15-30 business working days

**Registration Fee are non-refundable

***Shipping fee are non-refundable after courses has been uploaded

****Other administrative charges are non-refundable (ie. Installment fee, processing fee, etc)

Refunds will be done only through the Original Mode of Payment

The following payment options are available: (Transaction Currency are either in USD or AED)

- 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.
- Direct Deposit – Citibank Wafi Branch Account Name: iCademy Middle East FZ LLC Account #: 0201930006
IBAN: AE44021100000201930006
Swift Code: Citiaead