

IBIOL FEES, FEE PAYMENT & REFUNDS POLICY

JAN 2012 INTAKE

FEES	2011
APPLICATION FEES*	£50
FULL YEAR COURSE FEE (1 ST , 2 ND or 3 RD YEAR)	£2500

* *The application fee is non-refundable. Application forms without the fee will not be processed.*

PAYMENT PLANS	DEPOSIT OPTIONS		FULL FEE PAYMENT DISCOUNT OPTIONS**
JAN 2012	Initial Deposit	Balance	
	£1,000	£1,500 10 instalments of £150 (FEB 2012 – NOV 2012)	£2000 (If paid in full <u>before 1ST DEC 2011</u>)
	£1,500	£1,000 10 instalments of £100 (FEB 2012 – NOV 2012)	£2,250 (If paid in full <u>before 20TH DEC 2011</u>)

** *Discount option only applies for course fees paid in full by given date specified*

Initial Deposit

- *Instalment paying options: All accepted students need to pay the Initial Deposit by 1 week prior to the start of term*

Important Notes on Payment

- *The applicant is responsible for payment of all bank charges when making a transfer.*
- *Application & School fees should be paid by UK sterling cheque, Postal Order, Payment directly into our Bank Account or by cash.*
- *For all bank transfer payments please email our office by email on info@ibiol.org to request for bank account details*

REFUNDS POLICY

All students are required to acknowledge the offer of a place at IBIOL for a year of study at the admission stage.

This acknowledgement implies a commitment to the course and payment of full fees as specified.

Guidelines:

Students Withdrawing:

A student withdrawing after the second week of lectures in any term will not be entitled to a refund of the term in session. Refunds will only be made for any term not attended. Refunds will only be made on the basis of the consideration of a student's exceptional mitigating circumstances as deemed by the Principal.

- No refunds at all will be made where the disruption of the studies is due to the student's own volition or dismissal for poor attendance or misconduct. Students are liable for any fees owed at the time of withdrawal.

General Guidelines for Refund Processing:

- Refund Payments can only be made to the original person who paid the fees, in the same way the payment was received (if the money was paid in cash, a cheque will be issued)
- No payments can be made to third parties.
- Once the refund has been paid, the student application form becomes void.

Refunds incur an administrative processing fee of £50 (to be deducted from any sums payable)