



## Refund Policy

Beacon has a fair and reasonable refund policy for any payment made. The following are some possible circumstances:

- Students transferring/withdrawing from a course prior to its commencement
- Course cancellation by the School
- Rejection of student's passes application by the Immigration and Checkpoints Authority (ICA).

### Transfer and/or Withdrawal

Students have a 7-day cooling-off period after signing the Standard PEI-Student Contract, during which they are entitled to a maximum refund. The percentage of refund for transfer and/or withdrawal cases is stated in the table below. For course transfers, an administrative course transfer fee charged by the FPS Escrow Provider will be applicable for students under the FPS Escrow scheme. For students under the FPS Insurance scheme, no transfer course fee will be charge by the FPS Insurance Provider. However, the Insurance Premium will not be refunded to the student. Beacon will terminate the existing FPS Insurance coverage and purchase a new FPS Insurance coverage for the new course.

Course deferments are allowed for those who a valid reason. Deferments for more than 3 months for students who have collected the student pass, there will be a need to cancel the pass with a valid reason provided by the student. The student pass reapplication will be subjected to ICA's approval. Once the student has applied for a deferment, it is deemed that the course has commenced, and there will be no refund of fees.

### Course cancellation by school

When a course is cancelled before its commencement by the school for whatever reasons, a full refund will be given. All fees, including the deposits, administrative fee, application fee, sponsorship fee and course fee will be refunded. When a course is cancelled after it has commenced, the non consumed fees will be refunded. When the course is cancelled for whatever reasons, the time frame for refund is **7 working days** from the date the course was cancelled.

### Immigration and Checkpoints Authority's (ICA) rejection of student's pass application

In cases where the new students' pass application is rejected by ICA, there will be a full refund of course fees collected but no refund of application fee collected.

In cases where students' pass renewal is rejected by ICA, there will be no refund of any fees collected as rejection of students' pass renewal is normally based on students' bad record in attendance, results or other reasons stipulated by ICA.



## Refund Policy

### Request Refund Form

The student must fill out the Request Refund Form and the Transfer and/or Withdrawal Form for transfer and/or withdrawal cases. The above filled out forms should be submitted to the school immediately. The student will be informed of the outcome of his request within **7 working days** from the date the completed refund form has been received.

### The refund policy for all courses is as follows:

| Percentage (%) of Refund                                  | Students' written notice of withdrawal is received:   |
|---|---|
| 100% Refund of the course fee less administrative charges | More than [30] days before the commencement date  |
| 50% Refund of the course fee less administrative charges  | More than [13] days before the commencement date but not more than [30] days before the commencement date |
| No Refund   | Not more than [13] days before the commencement date  |

Administrative charges include bank charges, agent's fee, ICA processing fees, processing of documents, etc.

For non-tuition fees, the refund policy is as follows:

- a) Application fee: NO refund
- b) Sponsorship fee: 100% refundable if new student pass application is rejected by ICA
- c) Administrative charges: No refund

## Standard PEI-Student Contract

With effect from 22 December 2009, Local and International students will be signing a Standard PEI-Student Contract with the school. This is a requirement by the Council of Private Education (CPE). A copy is available for inspection upon request.

Students are to read the Standard PEI-Student Contract carefully and make sure that the terms and conditions of the contract are understood.