

COMMUNITY ESL TUITION AND FEES

Book/Material Fees: \$40 per level

Tuition for Levels 1 - 4

1 module: \$1,050 | 1 Level: \$2,150 | Minimum payment: \$200 (for one month)

Level	Module	Weeks per module	Hours per week
Level 1 Beginner	Module 1	21	4
	Module 2	22	4
Level 2 High Beginner	Module 1	21	4
	Module 2	22	4
Level 3 Pre-Intermediate	Module 1	21	4
	Module 2	22	4
Level 4 Intermediate	Module 1	21	4
	Module 2	22	4

Refund Policy

Cancellations due to reasons other than Visa rejection:

1. A student is entitled to a 100% refund of tuition fees, if the student cancels an enrollment with the school no later than seven days prior to commencement of the course.
2. A student is entitled to 80% refund of tuition fees, if a course is cancelled less than seven days prior to commencement of the course.
3. If a student drops out during the program due to personal reasons, 50% of the pro-rated remaining cost will be refunded.
4. Material fees (books and supplements) are NON-REFUNDABLE.
5. Refunds or partial refunds will not be given for any days missed during the course or for late arrival or early departure.



Refund Procedure

1. The request to cancel an enrollment or a request for a refund MUST be made in writing to the Chief Financial Officer. Any refund will be paid directly to the person who originally paid the course fees.
2. Inquiries regarding refund calculations must be made, in writing, to the Chief Financial Officer. If a refund is approved, the funds will be transferred to the original account within 14 days of approval. Refund method will be the same as the original paying method.
3. Students may submit a formal grievance within 30 days of receipt of notice of denial of their refund. Grievances must be submitted, in writing, to the school Director. After consideration of all available evidence, the Director may: (1) issue a refund of the appropriate amount, or (2) dismiss the grievance.

