



Pacific Academy

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POLICIES RELATING TO INTERNATIONAL PROGRAM PAYMENTS

These are our payment policies:

1. All fees must be paid by June 1 for the following school year. Students will not be admitted to homestays or classes unless payments are up to date.
2. Students who withdraw prior to the start of instruction will receive a 50% refund of tuition and activity fees paid.
3. Students who withdraw in the first or second week of instruction will receive a 25% refund of tuition and activity fees paid.
4. Students who withdraw after the second week of instruction will receive no refund of tuition or activity fees paid.
5. Should a student be suspended, expelled or asked to withdraw, there will be no refund of fees.
6. Registration fees, Summer School and Saturday School tuition fees are all non-refundable.
7. Payments may be made by wire transfer or cheque. All amounts should be paid to Pacific Academy directly. Arrangements for payments must be made with the Coordinator of International Education. A charge of \$50.00 will be imposed for the handling of a dishonoured cheque.
8. Each student's family has full and complete responsibility for all fees. Fees paid through third parties such as agents are still owing until we actually receive the money. Pacific Academy accepts no responsibility for the actions of agents or for any money paid to agents.
9. When an International Student is accepted into Pacific Academy the student has been accepted into the International School of Pacific Academy. If the student becomes a landed immigrant, the student will continue to be enrolled in the International School, paying international fees. If the student wishes to be accepted to the regular program at Pacific Academy, the student must reapply using the appropriate application process; however we cannot guarantee that the student will be accepted into the regular program.
10. Students who become landed immigrants during the school year will not be eligible for government grant money nor will any portion of tuition be refunded.

Father's Name (print)

Mother's Name (print)

Father's Signature

Mother's Signature

Date: _____

Date: _____