

# Payment T&C's

## Tuition fees 2020

Full course and visa fees must be received four weeks before the start of the course to allow time for visa processing. If the payment is received less than four weeks before the start of the course, the school cannot guarantee the visa will be issued in time and the start date may be deferred. Fees can be paid by cash, cheque, credit card or bank transfer. Bank charges for sending and receiving banks are payable by the sender. Payments by credit card are subject to a surcharge of 2.5%, AMEX 3.5%.

## Start date

It may be possible to defer the start date of your course if necessary; however, if the visa has already been issued, the dates of the visa cannot be changed and may not coincide with the start and end of your course.

## Visa

The School will endeavour to process short-term Student Visitor visas within two weeks; however, the school cannot guarantee that the visa will be granted. Visas for students enrolled in short courses will be processed under the Student Visitor visa category. If the student is changing his/her status from another visa category such as tourist, employment, or employee residence, the student shall be liable for any fines incurred by delays in the issuance of the new visa.

## Cancellation policy

ES Training DMCC defines "cancellation" as a change occurring before the start date of the first course. All cancellations must be made in writing to our Admissions, and the following refund policies apply:

### Refunds before arrival

Where cancellations are received in writing more than 30 days before the first-course start date, 100% of tuition fees will be refunded, except any non-refundable fees as listed below.

### Accommodation refund before arrival

- a) Students cancelling their accommodation less than 14 days before arrival will be charged an amount equal to 1 week of accommodation.
- b) For cancellations less than 48 hours before arrival, an amount equivalent to 2 weeks of accommodation will be charged.

## Withdrawal policy

ES Training DMCC defines withdrawal as termination of a course after the first course has started. Any withdrawal must be made in writing to the School Director, to arrange all relevant visa issues and cancellations in time before the student's last day. No tuition fees will be refunded to students who notify ES Training DMCC of their withdrawal after the commencement of their first course.

\*Non-refundable fees: enrolment fees, courier fees, visa fees, administration fee and third-party fees (agent commission).

## Bank account details

Account name: ES Training DMCC  
Account number: 019100124947 (USD)  
IBAN: AE700330000019100124947  
Branch: DIC Branch  
Swift Code: BOMLAEAD  
Mashreq Bank, Dubai, UAE  
PO Box: 336269

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