

FEE REFUND POLICY



PAYMENT CAN BE MADE BY:

- Cash
- Check
- Bank Wire

Please make checks payable to Pacific Hospitality and Culinary Academy and note the student ID number or name on the check. To Bank wire funds contact the accounts department or email at accounts@phca.com.np for wiring information.

STUDENT ACCOUNTS REFUND POLICY:

During the first five weeks of attendance at PHCA, from the date of enrollment, refunds for tuition are made in accordance with the following schedule. Other fees and charges are not refundable. Refunds are made only in case of withdrawal from the Academy because of serious illness or accident and provided the student's physical condition is certified by a licensed physician.

PERIOD OF ACTUAL ATTENDANCE FROM DATE OF ENROLLMENT	PERCENTAGE OF CHARGES REFUNDED
2 Weeks or less	75%
2 to 3 Weeks	50%
3 to 4 Weeks	35%
4 to 5 weeks	15%
over 5 weeks	0%

WHAT YOUR TUITION FEES WON'T COVER

- Books
- Course-specific equipment
- Cost of printing

Academy will usually provide you with some printer credit to get you started, but once this runs out you will need to pay for your own printing and photocopying. This is usually around Nrs.5 per page to print/photocopy in black and white and Nrs 20 to print/photocopy in color – the costs do add up.

FIELD TRIPS

- These may or may not be covered by your tuition fees, so check if you'll need to contribute towards any compulsory trips away.
- Academy offers financial support on a sliding scale to students-from paying up to Nrs 500 per head towards the cost of a longer trip.

Upon reading this policy, please sign the "Acknowledgement of Compliance to PHCA tuition fee refund policy."

Signature: _____

Name: _____

ID: _____