

Career Dreams centre

Refund Policy

The Refund Policy applies to all refunds in all situations for local and international students. Please read it carefully before paying any fees.

(1) To be considered for a refund, a student must submit written notice of withdrawal to career dreams centre. Verbal notices will not be considered. Notices of dismissal to a student must also be in written form.

(2) The refund policy includes Tuition Fees. Only unused fees are refunded.

(3) Refunds before the program of study starts:

(a) If written notice of withdrawal is received seven (14 days) or more before the start of the program of study, Career dreams will retain 15% of the program tuition fees.

(b) If written notice is received less than seven (14) days before the start of the program of study, career dreams centre will retain 30% of the program tuition fees.

(c) Career dreams will retain the lesser of 15% of the total fees to visa students who are denied authorization/student permit from Botswana Immigration prior to the course of study provided that:

(i) The student notifies the institution of the circumstances on or before the first day of the program of study is scheduled to begin; and

(ii) The student, within a reasonable time, provides documentation of the circumstances to the school. A complete and original Letter of Rejection must be presented. Faxed or photocopied documents are not acceptable.

4) Refunds after the program of study starts:

(a) If written notice of withdrawal is received or a student is dismissed within 10% of the program of study's duration, career dreams will retain 30% of the total fees due under contract.

(b) If written notice of withdrawal is received or a student is dismissed within 30% of the program of study's duration, career dreams will retain 50% of the total fees due under contract.

(c) If written notice of withdrawal is received or a student is dismissed after 30% of the program of study's duration, there is no refund.

(5) If the school changes the commencement date of a program after entering into a contract with a student, the student is entitled to a full refund, if the new date is unsuitable.

(7) Refunds owing to students will be paid after 14 days, but within 30 days of notice of withdrawal by the student or, of career dreams Centre issuing written notice of dismissal. All refunds will be made in the form of a cheque

This policy applies to Tuition. Only unused fees are refundable. Refunds are calculated starting the day written notice is given to career dreams Centre. Registration Fees and Materials Fees are non-refundable.

DEFERRED ACCEPTANCE

If you cannot begin your studies on the day for which you applied for, tuition and registration fees are transferable to a later month, within 6 months, provided the school is notified fifteen (15) calendar days before the start of the initial program start date. The school reserves the right to penalize applicants who request deferred acceptance after this date.

DISMISSAL POLICY

The following may be causes for the dismissal of a student:

Possession of illegal or dangerous drugs or weapons.

Cheating, plagiarism, stealing or forgery.

Theft of or non-accidental destruction of school property.

Lewd, indecent, or obscene behavior on school property.

Abusive behavior toward other students or school staff.

Career dreams Centre reserves the right to inform the Botswana Immigration officials of all program cancellations. This Refund Policy applies to all refunds, in all situations. Please read it carefully before paying any fees.

Tel:.....cell:.....

I.....ACCEPT THE TERMS AND
CONDITIONS LISTED ABOVE

STUDENT SIGNATURE.....DATE.....