



<b>COMPANY:</b> INT'L ACADEMY OF FILM AND TELEVISION, INC	<b>PAYMENT POLICIES</b>	
Department: Academics	Effectivity Date: December 1, 2007	Date Issued: December 1, 2007

## 1. OBJECTIVES

Ensuring that:

- 1.1 The Company receives the payment in a timely and most efficient manner

## 2. PAYMENTS ACCEPTED

- 2.1 Cash
- 2.2 Local Check
- 2.3 Traveler's Check
- 2.4 Credit Card
- 2.5 Wire Transfer
- 2.6 Internet (through Worldpay)

## 3. POLICIES

- 3.1 Any transmission or bank charges incurred when wire transfer is used for payment shall be shouldered by the student/payer
- 3.2 If for any reason full or partial payment should be refunded later on, the corresponding bank charges incurred by IAFT shall be deducted from the refund amount
- 3.3 A proof of the deposit or wire transfer made to the IAFT account is required before the student's account shall be credited



- 3.4** An Official Receipt shall be issued only upon the receipt of cash, travelers' check, walk-in credit card payment, and upon confirmation from the IAFT bank that the funds have been received
  
- 3.5** The IAFT shall not accept checks or deposits in foreign currency for the reason that they take long to be cleared by the local banks

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**INTERNATIONAL ACADEMY OF FILM AND TELEVISION, INC.**

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