



1. OBJECTIVES

- 1.1 To provide appropriate refund of course fees.
- 1.2 To identify common grounds for withdrawal and to better evaluate the school's programs and services
- 1.3 To ascertain that there is proper handling of refunds
- 1.4 To ensure that refund payment is returned to the student within reasonable time

2. POLICY STATEMENTS

- 2.1 A student who wishes to discontinue from the program must apply for withdrawal.
- 2.2 A student who officially withdraws receives a "W" on his or her transcript.
- 2.3 A student who leaves the school without obtaining an official withdrawal is given an "F" (Failure) in all courses.
- 2.4 Processing of refund begins upon completion and submission of withdrawal form to the Registrar and Admissions Office.
- 2.5 100% of fees shall be refunded for classes cancelled by the International Academy of Film and Television, Inc
- 2.6 There shall be a one-time processing fee of \$25 for any withdrawals
- 2.7 Bank Charges, if any, deducted from the IAFT account when the tuition fee was received shall be charged back to the student.
- 2.8 Any refunds in cash over the amount of Php 2,000 (net) will be issued a check.
- 2.9 In case not all of the classes were dropped by the student, bank charges for deduction will be pro-rated to the number of classes dropped versus the total number of classes enrolled.
- 2.10 For a student who files for a leave of absence (LOA) but later decides to withdraw, the policy on refund also applies.
- 2.11 The following fees are non-refundable:
 - 2.11.1 Application for admission
 - 2.11.2 Miscellaneous fees
 - 2.11.3 Payments for Symposia and Lecture Series
- 2.12 The refund shall be made payable in this order:
 - 2.12.1 To the original payer
 - 2.12.2 To the student
 - 2.12.3 To a legal representative who has a Power of Attorney, in case the payer/student is not available.
- 2.13 A completed clearance form must be attached to the withdrawal form before Credit and Collection shall start processing the refund.

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- 2.14 Processing of all approved refunds takes about 7 working days unless the tuition was paid through credit card.
- 2.15 In case of credit card payments, the refund shall be issued 45 days from the official withdrawal date.
- 2.16 Refunds shall not be released until Treasury receives a copy of the completed clearance form.

Refund Schedule:

1. Workshops

WORKSHOPS	WITHDRAWAL DATE	% of REFUND
Less than 5 days in length	Before the class starts	100
	After the class starts	0
More than 5 days in length	Before the class starts	100
	Within the 1st day of class	50
	After the 1st day of class	0

2. Diploma Program

Per Term Payment

(Per Term)	% of REFUND
Anytime before the Term starts	100
During the first 2 weeks of the term	50
After the 2nd week of the term	0

(Semi-Annual)	DATE	% of REFUND
First Payment	Anytime before the 1 st Term	100

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	During 1st Term but before the 2nd Term	50
	During the 2nd Term	0
Second Payment	Anytime before the 3rd Term	100
	During the 3rd Term but before the 4th Term	50
	Anytime during or after the 4th Term	0

Semi- Annual Payment

Annual Payment

(Annual Payment)	% of REFUND
Anytime before the 1 st Term	100
1st Term but before the start of the 2nd Term	70
2nd Term but before the start of the 3rd Term	40
3rd Term but before the start of the 4th Term	10
Anytime during and after the 4th Term	0

3. Process and Forms

- 3.1 Student secures and completes withdrawal form from the Registrar and Admissions Office
- 3.2 Student meets with student development coordinator for the exit interview.
- 3.3 Student submits accomplished withdrawal form
- 3.4 Registrar and Admissions processes withdrawal with exit clearance of student and forwards one copy to Credit and Collection
- 3.5 Credit and collection verifies and processes refund.
- 3.6 Credit and collection advises Treasury and the Registrar and Admissions Office when the refund is ready



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FORMS	APPROVAL	ACTIVITY	DISTRIBUTION OF FORMS
Withdrawal Form		- Student files for withdrawal form	- Student Development Office -Registrar and Admissions Credit and Collection - Student
Request for Payment (for those with refund of fees)	- School Director and CFO	- Registrar and Admissions Office files for request for payment.	- Registrar and Admissions Office -



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