



TALK ACADEMY

Unit 7 Terrace Bldg. Prince Balagtas Ave.

The Villages. Clark Freeport Zone, Pampanga Philippines 2010

REFUND POLICY

1. Regarding late arrival, absences and non-arrival

If the student arrives at the school later than the starting date due to personal reasons, no refund for the past period will be provided.

2. Extension of training period

- Please discuss with the office for your extension.
- Extension fee must be paid at least 2 weeks before the extension starts.
- Extension is not possible if there are no more available teachers or rooms.

3. Refund for cancellation before departure

- Registration fee will not be refunded.
- Refund for cancellation more than 30 days before departure will be 100%.

4. Refund for shortening period

- Expenses like SSP, academy ID, visa extension and ACR I-card that have already been spent from the academy are not refundable.
- 100% refund except for 3 weeks fee
- Refund will be done within two weeks from the graduation date.
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**** Stay peacefully at TALK ACADEMY all the time ****