



CONDITIONS OF ACCEPTANCE

1. Enrolling for a course at Madina Institute constitutes a binding agreement on the student to follow the course schedule as stipulated and to pay the full fee.
2. Students found to have difficulties following their courses due to inadequate language skills, will be required to attend a remedial course in English Language until it is assessed that they have reached a satisfactory standard.
3. Students unable to join their course/s by the scheduled date must inform Madina Institute in writing at least two weeks prior to the commencement date of their course. Any application for deferment of the commencement date, which is not received within the specified time, will only be accepted at the Madina Institute's discretion.
4. Tuition fees are payable in full before students start their studies. At the discretion of the Madina Institute, students may be allowed to pay their fee by monthly installments.
5. Tuition fees or deposit paid are not refundable. However, if a student decides to withdraw or has been refused a visa or entry to the United States, fees after deduction of Administrative Charges will be refunded provided the following conditions have been met:
6. The student has informed Madina Institute in writing about their inability to start the course/s, at least four weeks prior to the commencement of their course.
7. The Certificate of Enrollment and the receipt for the fees paid are returned to Madina Institute in their original form.
8. Students who are late in starting their course/s will not be entitled to any refund, or reduction in tuition fees.
9. This also applies where students have been absent from class for a period of time and they may not have been attending all the subjects for which they have been enrolled.
10. If a student is required by the United States government to leave the United States for any reason, tuition fees will not be refunded.
11. Important notices to students are displayed on the main notice board and it is the student's responsibility to read such notices.
12. No refund will be made should it be proved that the admission with Madina Institute was obtained by producing false or forged or non-accredited documents or by way of false or misleading information in any form. No refund will be made should it be proved that the student was refused a student visa because he/she produced false or forged documents to the visa authorities.
13. That in the event of an emergency arising, medical or otherwise, relating to the above mentioned learner, in which it is not reasonably possible in the opinion of the registrar and or any staff member duly designated by the registrar, for effective communication to be established with a parent or guardian, the registrar and or staff member shall have authority, loco parentis, to make and cause and allow to be carried out any decision they consider

necessary in the interest and welfare of the said learner and/or of the institute and/or of the rest of the students.

14. That the registrar has the right in his absolute discretion, to suspend a student from this institute, or require his/her withdrawal for any reason considered within the best interest of the institute. Should the student be asked to leave the institute, the parent or guardian shall remain liable for the fees due for the full term during which the student was removed, and if such fees have been paid, the institute shall not be obliged to refund any portion thereof.
15. That any student found in the possession of and or using or found to be responsible for carrying into the institute habit forming drugs, alcohol, cigarettes and undesirable literature, will face the risk of expulsion from the institute; as also will any student who absents his/herself from the institute without permission.
16. That the institute is not liable for any loss or damage however caused, to any property belonging to a student or any member who is or may be deemed to be in custody of the institute.
17. That the institute's rules and regulations (Code of Conduct) are amended from time to time and shall be binding and be observed by the student and also by the parent or guardian, insofar as they may concern them.
18. All details in the prospectus and accompanying documents are correct at the time of printing. Madina Institute reserves the right to make changes to the structure and content of course/s, including cancellation if deemed necessary.
19. If these application forms are signed on behalf of the student by his/ her guardian, sponsor or representative, these conditions still apply.
20. Anyone breaking the law, violating Madina Institute rules and discipline is liable to a penalty or sanction as determined by the registrar in his or her sole discretion.

TUITION & FEES CONDITIONS

1. An application fee of \$50.00 USD (non-refundable) must accompany the application form.
2. Fall 2015 fees (or first payment) are due by the 7th of September 2015
3. Thereafter, the full fees for the month are due by the 7th day of that month, unless notice in writing of withdrawal has been given by the parent or guardian to the academy not later than noon on the first day of the previous term.
4. That a full term fees are payable in the event of withdrawal between the date of acceptance and the beginning of the next term of the year, unless there are, in the opinion of the directors, unusual circumstances.
5. That the registrar shall have the right to refuse to allow a learner to the institute for any term at the beginning of which the previous term fees have not been paid.
6. No reports and related documentation will be issued to students who have not settled their accounts with the institute.
7. The registrar has the right to do an assessment within 3-6 months of the new applicant in terms of his or her ability to cope with the demands of the learning processes at the institute. Should any learner, for whatever reason, be found not to be able to cope, then the Registrar of the Madina Institute shall, without prejudice, ask the learner to leave the institute voluntarily.