

Refund policy

Article 1: Registration and Extensions Provisions

1. Five (5) days (excluding legal holidays) after the application, an invoice will be presented. The tuition and dormitory fees must be paid in full at least two weeks before the start of the enrolment.
2. In case of extension, students must inform the administration office and apply at least 4 weeks in advance prior to their graduation date. Payment must be done 2 weeks prior to the first day of the extension period. Failure to pay their tuition fee 2 weeks in advance will result in an automatic cancellation of their application.

Article 2: Refund Policy

1. Pre departure

In the event of unexpected emergency circumstances (ex: positive Covid 19 result, contagious disease and inevitable Physical accidents, funeral of a relative etc.), the management will process for 100% refund (including enrolment fee).

2. The student may opt to apply these options below:
 - A. Change study period (no processing charge)
 - B. Request for a refund of the remaining period through agency (in case of refund, 100%refund including enrollment fee)

FOR BOTH OPTIONS, SMEAG WILL REQUEST DOCUMENTS AS PROOF. FAILURE IN PRESENTING DOCUMENTS SHALL NOT BE REFUNDED.

1. After departure

- - If students cancel their course program upon their arrival in SMEAG, we will only refund 60% of the total tuition fee (Including the registration fee).
- - There are no refunds if the remaining of stay is less than 50% of the entire contract.
- - SMEAG will refund in a 4 week basis
- (i.e. : remaining period - 10 weeks -> refundable period 8 weeks)
- - Refunds will be given within 30 days via the agency in the student's country (SSP and Registration fee not included)
- - If a student misses class without prior notice within the first three weeks of enrolment, no fund will be given
- - If a student has less than 4 weeks left to stay, no refund will be given upon request of early departure

Cancellation request period	Tuition refund	Dormitory refund	Remarks
Within 50% of scheduled stay	60%	60%	In case of inevitable circumstances (ex: Student's illness, immediate family's death, etc.) SMEAG will refund 50% of the student's tuition cost regardless of the notice date (Medical certificate and other official documents will be required)
After 50% of scheduled stay	No refund	No refund	

ARTICLE 3 IN CASE OF SCHOOL CLOSURE ORDERED BY GOVERNMENT

WITHOUT ANY VALIDITY, REMAINING STUDENT STUDY PERIOD CAN BE HOLD, HOWEVER, YOU CANNOT CHOOSE A REFUND OPTION.

Article 4, Disclaimers

1. SMEAG is not liable for any accidents outside of its premises whether or not the student has a class.
2. SMEAG is not liable for damage of property during travel.
3. Classes are held 5 days a week. However, SMEAG will not compensate for Philippines holidays, temporary holiday and special holidays.
4. Authority of Exchange rate and tax increases: SMEAG has the authority to change its prices to adhere to the 10 %(6 months) exchange rate and tax increase in accordance with the relevant laws of the Philippines government.
5. SMEAG has the right to expel students who break the rules and regulations of the school. Students who have truancies, warnings, commit acts of violence, have bad attitudes, or anything thereof to prevent a positive academic atmosphere will be a ground of expulsion