

Brave Studios Course Payment Policies

DEPOSITS:

Enrolment forms must be returned with payment of \$150.00 deposit to confirm the students place in the course. \$75 of this fee is kept as an administration fee and is non-refundable upon student cancellation (except in the case where brave studios cancels the course).

BALANCE:

The course balance is payable on commencement of the course unless a payment schedule has been arranged with brave studios prior to commencement of the course. Any student who wishes to create a payment schedule on the day of course commencement should be made aware of the payment schedule policy (below).

Note: Any student who does not pay the balance of their course fee on the due date will automatically be subject to terms and conditions specified within the fee payment schedule (see conditions below).

PAYMENT PLAN:

Any student who requires a fee payment schedule should note that an additional \$40 administration fee must be paid prior to the first class. The student will be asked to note down the dates they wish to pay off the course and the amount they wish to pay on each date. Payment schedules are only available to those paying by credit/ debit card. The amount will be deducted from the card supplied to us on the dates specified. The document should be signed and dated with the students' full name and address made clearly visible. Full payment should be made within three months of the course commencement date. If the balance is outstanding after the period designated by the student, the student will incur a \$50.00 administrative fee for every month payment is overdue. If we do not receive full payment within 3 months of the final date specified for payment we will undergo legal proceedings to recover the amount owed as well as any additional legal costs and expenses incurred by brave studios.

REFUND POLICY:

Notification must be given at least 5 working days prior to class commencement for course fees or deposit to be fully refunded.

If you have enrolled but do not notify us of cancellation prior to the commencement of the course you will be liable for full cost of the course.

No refunds will be given for cancellations made after course commencement or during the run of the course.

BRAVE Studios reserves the right to cancel any class in which case fees will be refunded in full.

TRANSFER POLICY:

If a student has paid a deposit and wishes to transfer into another course as opposed to receiving a refund, the transfer should take place within 12 months of the initial course start date. Given that at least 5 working days notice has been received. It is the students responsibility to inform us of their availability for new course dates.

If a student gives notice of withdrawal from a course during the 5 days prior to the course commencement date or during the course and the director of brave studios agrees to allow a transfer of the deposit or amount paid to another course, the transfer should take place within 12 months of the original course commencement. A \$50.00 administration fee is required. The student will also be subject to any course fee increases made during that time.

No refund will be given.

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