

## FINANCIAL INFORMATION

### Costs - Tuition and fees

1st Year/2nd Year/3rd Year Bible Institute Program

Application Fee (non-refundable)	R 150.00	(One Time Fee in 1st year only)
Tuition Costs	R 17 000.00	

(Includes: Tuition Deposit, Tuition Fee, General Fee, Admin Fee, Mission Trip, Conferences/Events and Team buildings.

\*General fee covers graduation pack, cap(hire), gown(hire), tassel(purchase), belt(hire) and banquet ticket. (any invited guests will cost and extra R200 per guest.

### Payment Policy - R150.00 Application fee. (non-refundable)

An initial deposit of R3000.00 is due before the first day of orientation. (R3000 deposit is due within a month or less of acceptance to the school in order to secure a spot at intakes. Please make arrangements accordingly.) This fee includes the general fee and tuition deposit. Payments may be made in person at the FBI office, or online. The following three quarters are R5000 each and R4000 last quarter. Payment is due before the first day of each quarter.

- Any student account (R5000 per quarter) not paid by the first day of class will not be allowed to attend classes for that quarter, until payment is made and will be marked absent for all days missed, this could result in a grade drop.
- If there are individuals sponsoring your tuition, the same dates do apply. It is YOUR responsibility to check with the FBI office to verify payment and to keep communication with your sponsor.
- Account: Standard Bank, Acc # 331777371, Branch Code 050021,
- Ref: Applicant Name & Reason for payment, (i.e. – NameSurname/Appl Fee)

### Refund Policy

If for any reason you find it necessary to withdraw from school during the course of the quarter, the tuition will be refunded only if the following procedures have been complied with:

- A student has completed the necessary withdrawal form and returned it to the FBI office.
- The student is in good standing with FBI at the time of withdrawal.
- The student is not leaving due to disciplinary action that has been taken or will be taken against him/her.
- The student has no outstanding balance.

Any student who withdraws from the institution and does not complete the proper withdrawal procedures is responsible for all tuition costs and fees. Once the proper withdrawal procedures are completed, the refund will be provided in the following manner:

Week 1	100% refunded	Student owes 0%
Week 2	75% refunded	Student owes 25%
Week 3	50% refunded	Student owes 50%
Week 4	0% refunded	Student owes 100%

The weeks listed above begin on the first day of the school year regardless of when the student begins attending class. The percentage listed as refunded reflects the percentage of full tuition that is to be returned to the student. The percentage listed as student owes reflects the amount that will be retained by FBI as part of the full tuition fee owed by the student. This refund policy only applies to students who have completed the proper withdrawal forms. Please allow thirty days for any refund.