

## Fee Structure: Pay in 2 Easy Payments

As part of Markazul Bayaan (MBAC) commitment to making our courses accessible to everyone, we have adopted a payment plan. When you enroll in a course, you will now pay your tuition in two easy installments.

There is no extra charge for this service. **Your first payment must be 50% of your tuition, and your second payment will be the remaining balance in full [Unless stated otherwise].** Students will be asked to pay per semester in advance. MBAC reserves the right to accept cash, personal check, certified check, or money order for payments.

To take advantage of this offer, you will need to enroll in an upcoming semester. Fees have been arranged to be at the low end of the scale. With this in mind the fees have been set to basically cover the administration costs of the course, **including the salaries of all the teachers.**

Tuition and fees are considered due and payable seven calendar days prior to the first day of class. Failure to pay by the due date will result in a hold being placed on the student's account restricting their ability to attend classes.

Please note that by enrolling in a MBAC course, you are agreeing to pay the full course fee. A student who withdraws at anytime of the semester will still be responsible for any remaining fees.

This policy is for both new and current students. We hope that this payment system will make it easier for more students to enroll.

If payment is not received by the final payment date, the student's classes will automatically be deleted.

### *Other Fees:*

Returned bank check fee: \$30.00

Late pick-up fee is \$1.00 pre minutes for children picked up after 4pm

Registration Fee: \$20.00 All Students

## Refund Policy

Please understand that in offering our courses we incur high costs, regardless of the number of persons in attendance. Hence MBAC will not be able to provide a refund if you do not attend the course you registered for. In the past we have been able to offer a free make-up course to all those who missed their initial date. MBAC will try to continue this voluntary service, **but are not obligated to do so.**

## Program Changes

1. MBAC reserves the right to change, cancel or postpone classes/activities without notice.
2. MBAC reserves the right to remove a student from any of its programs for reasons which administrators, in consultation with the Director, deem good and sufficient. Any student removed will not be refunded any monies paid to MBAC.
3. Physical assault or life threatening behavior towards any MBAC employee or student will not be tolerated and are grounds for immediate expulsion. Any student removed will not be refunded any monies paid to MBAC.

## Private Tutoring

**Your first payment must be 75% of your tuition, and your second payment will be the remaining balance in full [Unless stated otherwise].** Students will be asked to pay per session in advance. Each session cost is \$25.00 per hour (*Small group sessions of 2 or 3 students-\$15.00 per hour; per student*). MBAC reserves the right to accept cash, personal check, certified check, or money order for payments.

*If the student is absent from a session MBAC is **NOT** obligated to make up that session.*

*If the student is late to a session, those minutes are deducted from the scheduled time lessening your session.*

## Pledge & Representation

MBAC courses are open only to students seriously interested in learning the Arabic language. By submitting your course registration and payment information, you represent that you are enrolled in this MBAC course for the purpose of studying the Arabic language.