

Refund Policy for students enrolled after 15th March 2023

All refunds will be processed within 20 business days of receipt of a formal email. Please ensure you provide your full name and student ID reference or send us a copy of your EmiratesID. The refunds will be processed through bank account transfer or by account payee cheque only and refunds will only be done through the original mode of payment. *No cash refund will be processed.*

Withdrawal before commencement of classes

If for any reason, a student opts to withdraw from the Institution after accepting the offer letter (which is a legal contract), then they have a right to cancel their offer until the date of commencement of classes and request for a refund.

A 100% refund of tuition fee, recreation fees and security deposit will be made in case a student withdraws before the commencement of classes. *Application fees are not refundable.* The refund shall be processed after due completion of withdrawal procedures by the institution.

A formal request of withdrawal must be sent to admissions@regenteducation.ae. No other mode of communication will be accepted. In the absence of a written notification of withdrawal to the Admissions Office, you shall be assumed to be enrolled and in attendance and as such be liable for the payment of tuition fees for the academic year.

Withdrawal after commencement of classes

If you decide to withdraw from a course after being inducted, then you must notify the Student Services department in writing of your decision. In the absence of written notification of withdrawal, you shall be assumed to be in attendance and as such liable for the payment of tuition fees for the academic year. All refund requests must be sent to Student Services Department at the following email ID:

Student.services@regenteduaction.ae



The eligibility criteria for refund after commencement of classes shall be as follows:

Date of Withdrawal	Percentage of the tuition fee refundable
During induction week	75%
From 1st week of class until 3rd week of class	50%
After 4th week of class	0%

1. Application fees are non-refundable under any circumstances.
2. In case the fees have not been paid in full, any deposit paid will be adjusted against outstanding fees and only the balance, if any, will be refundable. If the deposit falls short, the post-dated cheques will be retained and en-cashed to clear off the outstanding dues.
3. In case fees have been paid in full, visa deposit will be refundable after due completion of procedures by the Institution.

Refund of deposits after completion of course:

1. The visa security deposit for students sponsored by **Regent** will be refunded only after their visa is cancelled and proof of exit from UAE or proof of a new valid UAE visa is submitted to the Student Services Department.
2. All deposits will be refunded by bank account transfer or by account payee cheque only.
3. In case refundable deposits are not claimed within a period of 3 years from date of eligibility or request, whichever is earlier, the same shall be considered non-refundable.