



TUITION FEE PAYMENT PLAN

Student Name:

Date:

Dubai, UAE

We are pleased to inform you a place on the following program here at Innova Training Institute:

Program Name

This letter gives you information about the course fees and the payment plan. **Please keep this letter safe as you may need to refer to it again in the future.**

Institute fees are due prior to the first day of each quarter unless a special fee payment plan is approved by the Management. If you are unable to pay fees as per below schedule, you must notify the Institute at least 7 working days in advance. Please note that in case of delay, late payment/ admin charges will be applicable.

The following is payment schedule:

Payment Plan – 20XX-XX

Total Fees per year –AED			
Registration	AED		At the time of Registration
Quarters	Months	Amounts	Due Dates
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			

Four (4) payments; The first payment must be included with this application before your curriculum starts. Prior to the beginning of each quarter of the academic year, payment will be made in full for the next quarter.

Payments can be made by Cash, Cheque, Bank Transfers and Stripe Account.

Payments must be received on or before the due dates



Course Details:

Course Name:
Start Date:
Course Duration:
Total Course Fee: AED

Bank Account Details:

Account holder Name: Innova Training Institute
Bank Name : WIO Bank
Account Number : 9974859553
IBAN : AE22086000009974859553
Address: Etihad Airways Centre, 5th Floor - Abu Dhabi

****Course completion is subject to submission of assignments of all the units in the qualification, clearing the IV & assessment process, meeting all resubmission deadlines & a successful external verification process.**

Regards
Finance Department
Innova Training Institute

Company Stamp

Signature of the candidate:
(Please go through the payment policies attached as annexure I before signing)

Name:
Date:



ANNEXURE I

PAYMENT POLICIES

As per the fee schedule published, the students are required to comply and adhere to the following terms and conditions:

1. Fee shall be paid at the time and in the manner specified in the payment plan
2. Non-payment of the fees by the given deadline might restrict you from accessing our facilities and systems. If for any reason you have trouble raising the necessary funds and require a non-standard instalment plan, please request this via emailing accounts@innovatraininginstitute.ae. All requests are reviewed by the Finance Department and a decision will be communicated within 5 working days of receiving the request.
3. As the last resort, a notice of termination for non-payment of fees will be sent to the student. The notice will specify the pending amount of fees and the date at which the termination becomes effective.
4. The above Tuition and other fees are applicable to students completing the Program within a period of 12 months. Should the course of studies be extended, the student will be liable to pay for all additional Tuition and other fees
5. In case of repeat of any unit, full tuition & other associated costs (residence, visa, health insurance etc.) will be applicable.
6. If additional classes are scheduled for a student, all associated/incremental costs will be applicable.

Our Refund Policy

Total Refund

- If the student is unsuccessful in obtaining a student visa.
- If the offer is withdrawn by Innova Training Institute due to ineligibility of the student to join the programme.
- If the institute is unable to provide the programme.
- If a student withdraws before the commencement of the course, all tuition fees paid in advance are refundable
- Registration fees is refundable only up to 10 days before class commencement

Partial Refund

- If a student withdraws within the first 14 days from the commencement of course, the student shall be eligible for a refund of 50% of the tuition fee paid as their first instalment.

No Refund

- If a student withdraws after the first 14 days from the commencement of any unit, the student shall not be eligible for a refund of the tuition fee or registration fee paid.
- Tuition fee is non-refundable in case any official document is issued to the students upon their request.
- Students, who have been either suspended or excluded from ITI for disciplinary reasons shall not be eligible for any refund of tuition fees.
- In case of suspension, the student will not be eligible for refund on any payment made for that quarter irrespective of the balance duration (if any). The amount paid will be considered forfeited and will not be adjusted against any additional period.