

AUTO-DEBIT INFORMATION

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Phone: Home () _____ Work: () _____ Cell: () _____

Visa Master Card Discover American Express Other _____

Credit Card #: _____ / _____ / _____ Exp. Date: _____

*Main Campus: The student's account will be charged on the 15th of each month.
Correspondence Program: The student's account will be charged on the 20th of each month.*

Office Use Only:

TUITION RATE

BC (\$140/mth) BI (\$100/mth) Spouse (\$70/mth) CWC (\$99/mth) Correspondence (\$75/mth)

Course Materials:

Main Campus Program – all course textbooks and workbooks will be distributed on the final exam night.

Correspondence Program – all materials will be shipped to arrive by the 1st of each month.

Invoice of Payment:

Invoice of payment will be mailed directly to the student.

Stop Payment:

For stop payment at any time, the student will need to contact the ICIBC Administration office on the **Thursday** prior to the draft date of any given month as advance notice.

Tuition Refund:

Main Campus – The refund policy for the monthly payment plan will apply if the student formally withdraws during a course in which they are currently enrolled and returns *course materials. Formal withdrawal consists of a written request signed by the student provided for and addressed to the ICIBC Administrator. The percentages of the tuition that will be refunded when written withdrawal is received are as follows:

- before the first class 100% refund (upon return of materials)*
- after the first class 75% refund (upon return of materials)*
- after the second class 50% refund (upon return of materials)*
- after the third class 0% refund

Correspondence Program – A signed written withdrawal and *course materials must be received by the Main Campus within 10 days of tuition payment in order to receive 100% refund. In the event a student withdraws prior to the set draft date, there will be an immediate stop payment on the student account.

*If materials have been written in or damaged, the cost of the materials will be deducted from the refund amount.

