

Payments of these installment will be deemed as payment on account. Fees once paid would be refunded as per refund policy, it will also be transferable to other courses but not to other individuals. If fees are due for more than 6 days after the deadline for installments, ATC reserves the right not to permit you in the class. If fees are not settled and students are absent from 2 weeks without notification, their name will be removed from the register. Where students are encountering difficulties in settlement of fees, they should discuss this with management as early as possible for consideration and amicable solution.

REFUND POLICY

Shorter than one week before the start of the course25%
 Did not attend any class25%
 Attend at least one class0%

MISCONDUCT

No settlement of fees for services provided can be considered as breach of ethics and can be ruled as a misconduct under the ACCA rules of professional conduct. ATC reserves the right to take the necessary action for misconduct and abuse of the institution facilities. Any such misconduct can be reported directly to the ACCA Body for the relevant disciplinary action .

I declare that the above information given is correct and I accept the terms and conditions where applicable.

_____ **Signature of Student**

_____ **Date**

Date	Receipt #	Amount	Remarks

_____ **On behalf of ATC**