policy for the payment & refund of non-credit courses

please read the following conditions and terms regarding the payment policy for course fees:

1. **Deadline for registration and payment**
   all course fees must be paid in full at least 3 working days prior to the start date of the course.

2. **Registration and payment process and methods**
   to register for the program, please follow one of the following two ways for payment:
   a. fees may be paid by bank transfer/direct deposit to alfaisal university **saudi british bank (sabb)**
      account:

      saudi british bank (sabb)
      alfaisal university
      a.c.no.154 000 111 002
      iban no: sa39 4500 0000 1540 0011 1002

      in case of bank transfer, student should make sure to send the bank transfer confirmation document
      along with national id/iqama to following email addresses: finance@alfaisal.edu and
      exec.ed@alfaisal.edu. the student should mention in the email the full name and the name of
      the course.
   b. alternatively, fees may be paid by check (in the name of alfaisal university) at the alfaisal
      university finance dept. during the office hours (9:00 am to 5:00 pm, sunday to thursday).
      the student should provide a copy of id/iqama.

3. **Receipt of payment**
   once payment has been received, the alfaisal university finance dept. will issue a receipt of
   payment. this receipt will be provided immediately to those who pay at the finance dept. office
   or will be sent by email attachment to those who pay by bank transfer within 3 days.

4. **Presenting receipts for admission to class**
   the receipt of full payment must be presented to the instructor on the first day of the
   course. admittance will not be granted without a valid receipt.

5. **Refund policy**

   a. refunds of course payments
      • a refund of 100% for all payments will be provided if requested at least 7 days before the
        course begins. in such cases, the student must inform the college of business executive
        education center by email (exec.ed@alfaisal.edu)
      • a refund of 75% of all payments will be provided if, after attending the first class, the student
        informs the college of business executive education center by email
        (exec.ed@alfaisal.edu) that he/she would like to drop the course. such notice must occur
        before the start of the second class.
      • refunds will not be provided after the start of the second class.

   b. students will be provided with a full refund if the course is cancelled for any reason.