



南北中文
SOUTH AND NORTH MANDARIN

Office of SN Mandarin | SBS

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COURSE CANCELTION AND REFUND POLICY

1. The course registration fee is non-refundable;
2. The down payment is non-refundable if you cancel the course before the intended start date..
3. Tuition is refundable in full for those who cancel the course before their intended start date. If cancellation happened within two weeks after course starting, deducting the tuition of taken class (from beginning to the cancellation date). If students cancel the course two weeks after the starting, the tuition of taken class (from beginning to the cancellation date) will be deducted, and 20% of the remaining tuition fee will be charged as cancellation fee.
4. Down payment for visa supporting program is not refundable once the application is submitted.
5. If a student visa application was rejected, a refund of tuition fee (deducting visa documents fee, books, DHL delivery fee and other related costs, and deducting the course fee of the course taken) will be made under the following conditions:

Returning of the original letter of acceptance and all other documents issued from the school (required by all applicants) and a Copy of the visa rejection letter. The school must be informed as soon as possible when you get the visa rejected. Otherwise, the course done before your informing will all be regarded as taken.

6. Original payment receipt must be presented while claiming a refund.
7. X2 visa or Residence Permit RP (study) processed through the school must be cancelled (at visa center) first before processing the refund.

I understand the conditions of the policy stated above.

Signature _____

STUDENT IDENTIFICATION

Student ID	Semester Date	Name	Passport Number	Telephone
_____	_____	_____	_____	_____

REASON FOR COURSE CANCELTION

Comments: _____

ADMISSIONS OFFICE USE ONLY

Total Fee Paid	
DEDUCTION VISA DOCUMENTS, DHL,...	
DEDUCTION Course Taken, BOOKS	
DEDUCTION Cancellation Fee	
AMOUNT OF REFUND	

Prepared by _____ Approved by _____ Date _____

Director of Admissions and Records

BUSINESS OFFICE USE ONLY

Total amount refunded ¥ _____ By _____ on _____