TERMS AND CONDITIONS

Refunds and Financial Policy

(A) Requests for refunds on certificate, diploma, degree and professional Programmes must be made within one (1) month of the start of classes. Requests for refunds on Short Courses and Seminars must be made before the start date. In each instance, no refunds will be granted thereafter.

(B) Refunds on certificate, diploma, degree and professional Programmes are subject to an administrative charge of 25% of the tuition cost/module(s)/course fee OR $500 per module/course, whichever is greater. Refunds on Short Courses and Seminars are subject to an administrative charge of $500. Registration fees and course materials purchased are non-refundable.

(C) Students in receipt of exemptions after registering for a course qualify for a refund subject to conditions (A) and (B).

(D) Payment plans generally carry a 10% Finance charge. A 15% Penalty Fee will be applicable to instalments not paid on the agreed due date unless prior approval to defer is received from the Finance Department. A 10% finance charge will be applied to Short Course fees that are not paid by the specified time.

(E) Students who fail to meet their payment obligations, SBCS reserves the right to deny access to face to face or on-line classes; to restrict their access to on-line resources and to withhold certificates and awards until payment is made in full.

(F) All book transactions must be accompanied with student's SBCS tuition receipt, and Book Vouchers are only valid for the semester in which they are issued.

(G) All costs incurred in debt collection are to be borne by the debtor.

(H) I have checked with the Course Administrator and/or Advisory & Admissions Associate to ensure that I have fulfilled all the necessary academic requirements for enrolment into my programme of choice. Registration Fee is non-refundable.

(I) Foreign fees are payable at the values stated and in the applicable currency quoted. The TT$ equivalent on receipts are for internal accounting purposes only.

Students will sign confirming that they have received the following:
● Student Orientation Handbook (includes School regulations, Withdrawal and GATE policies)
● Financial Information
● Course Fact Sheet and agree to abide by the policies therein. I understand that a code of dress and conduct is in effect and that SBCS has a strict No I.D. No Entry policy
● Any violation of these codes can result in expulsion without a refund.

Visa Applications

CARICOM / INTERNATIONAL STUDENTS

While you may meet the requirements for acceptance into your selected programme at SBCS, the Immigration Division of the Republic of Trinidad and Tobago, is solely responsible for the granting of Student Permits. Without a Student Permit you will be unable to pursue studies at SBCS.
The Immigration Division's criteria for issuing Student Permits include:

1. Student Permit Application Form and Application Fee.

2. Letter of Acceptance from Institution indicating that you will pursue full-time studies.

3. Receipt of payment of tuition fees.

4. Letter of responsibility and/or financial support – if staying with a relative or friend.

5. Receipt of payment of accommodation.

6. Previous Student Permit (where applicable).

7. Valid Return Ticket or Security Bond / Landing Deposit.

8. Assessment Form – for returning students.

9. Medical Examination – if remaining in Trinidad & Tobago for more than one (1) year.

10. Evidence of funds / financial support.

Immigration Officers may require further information and documents.
The Immigration Division has provided further information on their website as well as copies of the forms required by the Immigration Division, Ministry of National Security:

http://www.immigration.gov.tt/Services/Permits/StudentPermit.aspx

Upon receipt of your Student Permit or Application for Extension of Landing Certificate/Change of Status form, a copy must be presented to the Student Services Department and placed on your file.
Should you need further clarification, please contact or visit the Student Services Depart