

## **Terms and Conditions**

### **Course Confirmation**

- Once we receive the registration form and payment, we will send an official “Letter of Acceptance” confirming your acceptance to POINT3.

### **Late Arrivals and Absences**

- If you arrive late to a program, or are absent during your program, no refund will be granted for the time missed.
- Refunds will be calculated according to the **Cancellation and Refund Policy**.
- Periods of absence may not be made up with free extensions to the program.

### **Medical and Health Insurance**

- All students are required to have accident and health insurance, proof of which must be presented on the first day at POINT3 during orientation.
- If you wish to purchase insurance through our school (\$2 per day), please let us know on the Student Registration Form.

### **Course Levels**

On the first day of class you will take a written examination and an oral interview to determine the level at which you should begin your studies. Please note: when there are less than 3 students in one class, POINT3 reserves the right to reduce the number of lessons per week.

### **Airport Reception**

- Airport reception includes airport meet-and-greet and one-way transportation to your accommodation in Montreal. This service is offered upon request seven days a week, 24 hours a day, for a fee of \$100.
- Airport pick-up fees will not be refunded for failure to inform POINT3 of changes in the itinerary and time of arrival.

### **Accommodation Confirmation**

- Upon receipt of the Accommodation Request Form and payment, we will send your accommodation information two weeks prior to your arrival.
- Special concerns and requests should be indicated on the Accommodation Request Form.
- Please note that we cannot guarantee placements as requested.
- When requesting a change of accommodation, there is a \$185.00 fee without seven days prior notice in writing of the requested change.