



REFUND POLICY

1. General Refund Process:

- All refund requests will be processed within 30 business days of receiving all required documents for refunds.
- Refunds will only be issued via direct bank transfer or account payee cheque. No cash refunds will be made.
- A formal withdrawal request with duly signed refund request form must be submitted to finance@globalIE.com to initiate the refund process.

2. Refund Policy conditions:

- **Before Induction Date:**

A deduction of **SAR 500** (Administration expense fee) will be applied for any withdrawals made before the induction date.

- **On or After Induction Date:**

No refunds will be provided under any circumstances on or after the induction date. This policy applies to all tuition fees, admin fees, security deposits, and any other payments made to GIE Riyadh.