
TO: Agency
SUBJECT: Charging Change Fee
DATE: 2024/6/24

Good day,
Thank you to all our partners for your support. With your support, Baguio JIC will continue to grow stronger. We look forward to establishing deeper and better cooperation with your company.

Regarding the adjustment in JIC's regulations, due to the frequent changes in students' learning dates, we have had to make some adjustments in our policies. **Effective immediately, students who need to change their study period within three weeks will incur a change fee.**

Once again, thank you for the encouragement and attention from the agency. We will maintain high quality and provide students with a wonderful study experience in Baguio.

===== below =====

[Student Change Extra Fee]

We will charge an extra fee if a student requests for a change 1~3 weeks before their original start date.

| 3 weeks before | 2 weeks before | 1 week before |
|-----------------------|-----------------------|----------------------|
| 100 USD | 200 USD | 300 USD |

※ **Maximum change request is 2 times. If a student applies for a change request more than 2 times, we will cancel student registration and re-register again. If there is price change, a new price will be applied.**