

Cash Payment Policy	 Pacific Flying Club www.PacificFlying.com	POLICY FIN-001
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Cash Payment Policy

The Pacific Flying Club will accept cash payments of up to \$1,000 per transaction. Cash payments are capped at \$7,500 per student in any one quarter. Exceptions to this policy require prior authorization from the Chief Financial Officer (CFO).

All refunds will be issued by cheque only in the name of the student. Refunds to a credit card are only permitted where the initial payment was by credit card. Wire transfers will be refunded by wire transfer or cheque to the person initiating the wire transfer.

Refunds for International Students where the student has been denied a Study Permit and had paid a deposit by wire transfer shall be returned by cheque or wire transfer to the named contributor on the wire transfer only.

No cash refunds are permitted.

Issued By: Parkash Bains
Chief Financial Officer, Pacific Flying Club

This policy is in effect until superseded by the Chief Financial Officer, Pacific Flying Club