

REFUND AND CANCELLATION POLICY

Language Center International does not require pre-payment of tuition fees for admission nor will it accept re-payment of tuition and technology fees until a complete application for admission has been received and the applicant has been accepted for admission. Once an applicant has been accepted and monies have been received, the refund and cancellation policies stated herein shall be in effect.

All refunds for cancellation or withdrawal are subject to compliance with these general procedures:

- I. Students shall complete the appropriate refund/cancellation forms: 1) request for refund and 2) notification of cancellation of enrollment or notification of withdrawal from program.
- II. All refund requests must be made in writing, signed by the student, and dated.
- III. Forms may be submitted in person, by regular mail, express mail, e-mail, or fax.
- IV. Refunds shall be issued in the form of an institutional check or a credit card account credit.
- V. Refunds shall be made to the individual or organization responsible for original payment of tuition fees in question.
- VI. Refund checks or proof of credit card account credit are mailed to the address of record written on the refund request form. Upon request, a student may collect his/her refund in person at the main office of Language Center International.
- VII. Refund checks for no-show, cancellation or withdrawal students who do not personally collect their refund or provide adequate contact information shall be deposited within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation/withdrawal, with the unclaimed property division of the State of Michigan.
- VIII. The following fees are non-refundable: application fees; activity fees; technology fees; book fees; late payment fees; express mailing fees; bank fees for returned checks or wire transfer of funds.

REFUND DATES:

- I. If a prospective student never attends class (no-show) or cancels his/her application before the class start date, all refunds due shall be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- II. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and shall be paid within forty-five days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to Language Center International.
- III. If Language Center International cancels a program of study, the refund due shall be issued within thirty (30) days of the date of cancellation.
- IV. If an applicant is found to be ineligible for admission by Language Center International, the refund due shall be paid within thirty (30) days from the date of determination of ineligibility.
- V. For students who paid refundable charges prior to receipt of a scholarship, any refund due shall be paid within thirty (30) days of receipt of payment by the sponsoring scholarship organization, agency or individual(s) for the term(s) in question.

- VI. No refunds shall be given to students whose enrollment is terminated due to violation of Language Center International's written disciplinary or attendance policy or violation of local, state, or federal law.

CANCELLATIONS:

- I. Rejection of Applicant: If an applicant is rejected for admission by Language Center International, or if a prospective student has his/her visa application rejected, a full refund for all monies paid, excluding non-refundable charges, shall be made.
- II. Ineligible Applicant: If an applicant is found to be ineligible for admission due to age (less than 16 years of age) or the inability to provide proof of legal status in the United States or evidence of adjudication of status in process, all monies submitted, including the non-refundable application fee, shall be refunded in full.
- III. Cancellation of Program of Study by Institution: If Language Center International cancels a program of study subsequent to a student's enrollment, the institution will refund all monies paid by the student.
- IV. Cancellation by Student Before the Start of Classes or Student No Show: Except as stated in #V below, if a prospective student accepted by Language Center International cancels his/her enrollment before the start of scheduled classes or never attends classes (no show), Language Center International will refund all monies paid for the canceled term of study, less non-refundable charges, which shall not exceed \$500.00.
- V. Cancellation by Student Before the Start of Classes or Student No Show: If a prospective student who has been accepted by Language Center International enters the United States on an I-20 issued by Language Center International, and subsequently cancels enrollment before the start of scheduled classes or never attends class (no show), Language Center International may keep all tuition paid for the first four weeks of the first term/session and a maximum total of \$500.00 for non-refundable charges.

WITHDRAWALS:

- I. First Term Students: For students who withdraw at any point in the first four weeks, Language Center International shall issue refunds as follows:
 - a. Withdrawal in weeks one to three : refund of tuition for the last three weeks (weeks 5-7) for a seven-week term; refund of tuition for the last two weeks(weeks 5-6) for a six-week term
 - b. Withdrawal after the mid-point of the term (after Tuesday of the 4th week for a seven-week term; after Thursday of the 3rd week for a six-week term): no refund for the term
- II. Continuing Students in Subsequent Terms: For students who withdraw at any point before or at the mid-point of the term, Language Center International shall retain a prorated amount of tuition up to the midpoint. Students who withdraw after the mid-point of a term shall not receive a tuition refund.

Prorated refunds are calculated on a weekly basis. Language Center International shall consider a partial week the same as a full week of study, provided the student was present at least one day during the scheduled week.

SPECIAL REFUNDS:

Scholarships:

Students who enroll at Language Center International and subsequently receive a scholarship after payment of charges for a term shall receive a refund in the following circumstances:

- I. The scholarship covers the term of study previously paid for by the student.
- II. The student is still in attendance at Language Center International.
 - a. Students who have transferred or are transferring to another institution and submit a guarantee letter after completing their studies at Language Center International shall be issued a receipt letter for direct reimbursement by their scholarship agency.
- III. Refunds shall only be issued for those charges which are covered by the scholarship.
- IV. The student must complete a refund request form for refund processing.

Language Center shall refund all monies paid by a student for charges which are covered by a scholarship. Refunds shall be issued within thirty (30) days of receipt of payment from the scholarship agency or organization for the student's charges for the term in question.

Medical Authorizations:

Students who submit a medical authorization for a term shall receive a refund for:

- I. Partial medical authorization to drop below full-course load: Tuition is pro-rated based on adjustment of authorized course load and documented dates of medical authorization. The student continues to attend classes and is on a reduced course load for a portion of the term or all of the term.
- II. Partial-term full-medical authorization: Tuition is pro-rated for term dates covered by medical authorization. Student does not attend classes for a portion of the term.
- III. Full-term medical authorization: Tuition, activity fees, and technology fees are refunded in full. The student is removed from enrollment lists and does not attend any classes for the term.

TERMINATIONS:

No refunds shall be given to students whose enrollment is terminated due to violation of Language Center International's written disciplinary or attendance policy or violation of local, state, or federal law.

REFUND AND CANCELLATION POLICY ATTESTATION
Required for Admission to Language Center International

I, _____ certify that I have been provided with a complete copy of the Refund and Cancellation Policy of Language Center International and that any questions I may have had regarding this policy were answered prior to submission of my application for admission. I, further, certify that I understand the Refund and Cancellation Policy and agree to abide by its terms as a condition for admission to Language Center International.

Applicant's Signature

Date (Month/Day/Year)