



THE LANGUAGE INSTITUTE

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Cancellation and Refund Policy

Student has the right to cancel enrollment prior to the beginning of a session or within 7 days after signing our Enrollment Agreement, whichever is later, for a full refund of school charges less application fee (\$100) and other applicable nonrefundable fees. All cancellation requests must be in writing and mailed or hand delivered to our administrative office no later than the end of cancellation period.

Student may withdraw from a class at any time after the session has started. Any outstanding tuition or fee charges owed must be paid at the time of withdrawal. Student who prepaid tuition and fee but has completed 60% or less of the total instruction hours will receive a pro rata refund for the unused portion of tuition. Refund will be based on the total tuition incurred by the student at the time of withdrawal, not the amount of the student has actually paid. All withdrawal requests must be in writing, showing specific reasons for withdrawal and submitted to our administrative office immediately.

In the case that student withdraws or cancels before complete 60% of the total instruction hours, the refund shall be the total amount of tuition for the instruction hours multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received and the denominator of which is the total instruction hours.

Example: Upon enrollment a student pays \$650.00 for tuition and \$100.00 for registration. After completing 30 hours of an 80-hour course, he/she withdraws:

(750.00	-	100.00)	x	50 / 80	=	\$406.25
Amount paid		Registration fee		Hours paid for but not received/ Total Instruction Hours		Refund amount

For the purpose of determining the amount of refund, if withdrawal date is unknown, the date from which refund will be determined is the last date of recorded attendance.

If the student has completed 60% or more of the total number of instruction hours, no refund is due.

If student is denied admission to our school, a full refund of all monies paid, less nonrefundable application fee will be made.

If our school cancels or discontinues a course or education program, we will make an appropriate refund of all charges. Purchased textbooks and class materials are generally nonrefundable unless they are unused and in a good and resalable condition.

If the amount the student has paid is greater than the amount of refund, refund will be made within 30 days of the notification of an official withdrawal or date of determination of withdrawal by the institution. If the amount the

Cancellation and Refund Policy (continued)

student owes is greater than the amount of refund, the student has to make an arrangement to pay in a timely manner.

The Language Institute (TLI) reserves the right to not refund tuition if student fails to cancel and submit cancellation request in writing prior to the beginning of the first class or if the student fails to submit withdrawal request in writing within 7 days after the class is canceled.

Refund will not be made if the student is terminated due to violation of school policies or state and federal law.

All refunds, except when the student is denied admission and when our school cancels or discontinues a course or program are subject to administrative fee of \$100.

Additional Cancellation and Refund Policy for F-1 International Students

Cancellation of enrollment and/or withdrawal from classes may affect your F-1 student status as outlined in the regulations of the U.S. Immigration and Customs Enforcement or ICE. F-1 student is strongly suggested to consult with international student office or a student advisor before cancel or withdraw from a class.

F-1 student who cannot enter the United States before the program start date indicated on our school I-20 may cancel enrollment and receive a full refund of tuition charge that has been paid to our school. All cancellation requests must be in writing and must include the original copy of our school I-20 and mailed to our administrative office no later than the program start date indicated on the I-20.

F-1 student who entered the United States on our school I-20 must complete the first term of study before transfer to another F-1 school. If the F-1 student chooses to not begin his/her study at all before transfer to another F-1 school, The Language Institute (TLI) reserves the rights to retain the tuition of the first four weeks and refund the unused portion of tuition. F-1 student who already began class and study beyond four weeks will receive a pro rata refund for the unused portion of tuition as described in the Cancellation, Withdrawal and Refund Policy.

Application fee is nonrefundable.

Housing placement fee is nonrefundable unless the service has not been rendered when the written cancellation is received.

Express mailing or courier fee is nonrefundable unless the service has not been rendered when the written cancellation is received.

Student is also responsible for expenses related to process or complete refund i.e. wire transfer fee, bank charge, mailing service fee, etc.