



All cancellations and terminations must be made in writing through the Student Portal. In all cases, the Registration fee, Express Mail fee, Material fee, I-901 Service fee are non-refundable. In all cases, no refund will be granted for late arrivals to a course, or absences during a course. Periods of absence may not be made up with a free extension of the course. HEI will consider, at its discretion, a partial refund in cases where there is evidential proof of exceptional and extenuating circumstances.

Tuition, materials, and other fees are set by the school and are subject to change without notice.

F-1 Visa Holder student must register for 4 weeks minimum.

Recreational Students (Non-F1 Visa Holder)

- 1. Tuition is charged monthly.
2. Tuition is paid on the first day of the month.
3. There will be no refund once the month starts.
4. HEI allows student a 5-day grace period starting on the tuition payment due date.
5. Tuition, materials, and other fees are set by the school and are subject to change without notice.

Out-of-Country Student (F-1 Visa Holder)

- 1. Total Program tuition is based on the number of weeks chosen by student.
2. When registering for the program, student pays:
a. Registration fee.
b. Express Mail fee.
c. I-901 Service fee.
(Student can pay for I-901 by visiting https://www.fmjfee.com/901fee)
Student qualifies for the Tuition Payment Plan if registered for more than 12 weeks. See Deferred Payment Plan Policy for more information.

Transfer-In Students (F-1 Visa Holder)

- 1. Total Program tuition is based on the number of months chosen by student.
Clause I: If transfer is approved:
1. Student must pay for the Registration fee (non-refundable).
2. Total Program Tuition must be paid in full before starting classes.
3. If a student who transfers and subsequently cancels prior to the start of scheduled classes or never attends class, the school will retain the equivalent of one month of total program tuition and all non-refundable fees.

Student qualifies for the Tuition Payment Plan if registered for more than 3 months. See Deferred Payment Plan Policy for more information.

Change-of-Status Student (F-1 Visa Holder)

- 1. Tuition is charged monthly.
2. Tuition is paid on the first day of the month.
3. When registering for the program, student pays:
a. Registration Fee
b. I-901 Service Fee.
c. Tuition for the first month.

REFUND POLICY

If the HEI cancels a program subsequent to student's enrollment, the HEI will refund all monies paid by the student. All cancellations and/or terminations must be made in writing (See Withdrawal Procedures.) In all cases, the Registration fee, Express Mail fee, books, I-901 Service fee, and Late Fee are non-refundable. In all cases, no refund will be granted for late arrivals to a course, or absences during a course. Periods of absence may not be made up with a free extension of the course. There is no refund if students are in violation of school policies/code of conduct. Also, there is no refund if students are dismissed/expelled or students have their status terminated due to any of the reasons determined/established by USCIS/SEVP. All refunds are processed within 10 days of the requested date. Refunds will be made in the form of a check. If students have returned to their home country, refund will be made by bank wire transfer. Bank fees may apply.

a) If students enroll for 16 weeks or less:
The HEI will retain all non-refundable fees plus a pro-rata portion of the tuition calculated on a weekly basis;
When determining the number of weeks, a partial week will be calculated as a full week.

b) If students enroll for 17 weeks to 52 weeks (full-time attendance), the

HEI will retain:
All non-refundable fees;
Ten percent of the total tuition, if withdrawal occurs in the first week;
Twenty percent of the total tuition, if withdrawal occurs in the second or third week;
Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the length of program; and Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the length of program;
No refund will be issued after 50% completion of length of program.

c) If students enroll for 17 weeks to 52 weeks (part-time attendance), the HEI will retain:
All non-refundable fees;
Ten percent of the total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or
Calculated on the same basis as for full-time attendance pursuant to (b)4 through 5 above after 75 hours of scheduled attendance;
No refund will be issued after 50% completion of the program.

TUITION PAYMENT PLAN
The HEI offers a payment plan to assist financing students' education. Terms and conditions are:

If students apply for more than 12 weeks, 12 weeks of Total Program Tuition is due before starting classes. Balance will be divided into installments that must be paid on the first day of every month. Last payment is due a month before the expiration date of the I-20 form for F-1 visa holders.

The HEI allows students a 5-day grace period starting on the tuition payment due date. If students fail to pay after the 5th day of the grace period, there will be an initial late fee of \$15 plus an additional US\$1.00 per day until tuition is paid in full (non-refundable). Students will be charged a fee of \$35.00 for bounced checks (non-refundable), regardless of the reason.

In addition, students will not be admitted to class until their status is settled. Tuition, materials, and other fees are set by the school and are subject to change without notice. Tuition will be refunded according to the school's refund policy.

OTHER FEES (NON-REFUNDABLE)
Student ID: \$15 (if ID has to be reissued regardless of the reason)
Transcript: \$20 per copy
Reference/DMV letter: \$20 per copy
Financial Letter: \$20 per copy
Lost/Duplicate Certificate: \$40.00
Make-up Test: \$25.00 each test

STUDENT COMPLAINT
If students have a complaint about anything during their studies at the institute, they should ask the front desk for a "Student Complaint Form" where they can explain in writing their concerns. This form will be submitted to the director of the department receiving the complaint and the issue will be analyzed and resolved the best way possible respecting immigration and school rules up to 10 business days. Following the review, the director might decide to have a meeting with the student to get more clarification. Otherwise, a final decision will be provided.

ATTENDANCE
F-1 visa holders must maintain a full course-load (at least 18 hours of attendance a week.) Attendance is calculated as a percentage at the end of each term (4 weeks) and students are required to maintain a minimum of 75% attendance per term. The HEI expects regular and punctual attendance in all courses.

DELINQUENT ACCOUNT
Collections
All account balances not paid in full when due are the sole responsibility of the student. Past due balances not resolved in a timely manner may result in collections action being taken. Students are responsible for all costs incurred by the Institute to collect such debt. This may include, but is not limited to, late fees, interest and collections costs (including attorney's fees), and if legal action is necessary - the Institute's court costs and attorney's fees.

Hold Status
In addition, all Delinquent Accounts will be placed in HOLD status. This means that an administrative hold will be placed on students' account when there is a past due balance or the account is delinquent. When an account is in HOLD status, students will be marked absent and any certificate, reference letters, and transcript requests will not be processed until the

past due balance is paid in full. A HOLD status may only be removed by paying the past due or delinquent balance.

IMAGE RIGHT RELEASE
I hereby grant the school and its subsidiaries, associated companies and licensees, permission to photograph and videotape my image while attending the school or activities conducted by the school. I understand that the school will own the still photographs and/or video footage in which I appear and have the unrestricted right to publish such images in any school sales literature, on the school's web site, and in any other school marketing materials. I further understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed. I can refuse to take pictures or be filmed at any time by writing to the school requesting an image release cancellation, but this will not apply for images that have already been captured.

WITHDRAWAL PROCEDURE
Recreational Students
Students must officially withdraw from their program in writing by filling out a "Student Request Form". Students must deliver their request in person or by certified mail. The official date of the withdrawal will be the date stated on the Student Request Form.

- F-1 Visa Holders
• If withdrawing from the program, they must fill out a "Termination of Status Request Form". The official date of the withdrawal will be the date students request their status to be terminated by.
• If transferring to another SEVP-authorized school, students must officially withdraw from their course by notifying the school in writing presenting the transfer form from such SEVP-authorized school. As students must keep attending classes until they are accepted by the other SEVP-authorized school, the official date of the withdrawal will be the date stated on their acceptance letter from the other SEVP-authorized school.
• Students' attendance must be at least 75% by the date of they are accepted, and students are required to maintain good academic achievement and a grade average of 70% or more. If students' attendance is less than 75% by the day of their acceptance, their record will be transferred as terminated.
• Students' record will not be transferred without an Acceptance Letter from the SEVP-authorized school they are transferring to.
• If a refund is due, it will be processed according to the school's refund policy.

Liability HEI will not be liable in any way to the student in the event of any service, contracted to be supplied by HEI, becoming impossible to supply by reason of industrial dispute or other cause outside the control of HEI. Without limitation, Harvest English Institute and Services, Inc., its parents, subsidiaries, affiliates, employees, officers, directors, or agents are not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading or accommodations, structural or other defective conditions in lodging facilities (or in any heating, plumbing, electrical or structural problem therein), dangers associated with animals, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of HEI. The student assumes all such risks as well as any risks with regard to independently engaged activities. HEI reserves the right to change or cancel the program or any aspect of the program at any time. HEI reserves the right to decline acceptance or retain any student on the program if that person's presence is felt by HEI to be detrimental to the enjoyment of the program by others, is dangerous to the student or others, or for failure to abide by HEI's regulations. Students who have been removed from their program waive the right to a refund of any part of the fee. HEI may send the student home at the student's own expense. HEI makes every effort to ensure the accuracy of its publications, but it is not responsible for typographical or printing errors, including, but not limited to pricing information. Payment of the required fee/deposit constitutes consent to all provisions of these Enrollment Conditions and to the general information contained herein and in the catalog. No warranties, representations, or waiver of these Enrollment Conditions apply to any program unless expressly stated within these Enrollment Conditions (or in writing signed by an officer of HEI).

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE ENROLLMENT AND REFUND POLICY AND AGREE TO PAY THE CHARGES FOR WHICH I AM RESPONSIBLE.

Signature of applicant \_\_\_\_\_
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of parent or guardian \_\_\_\_\_
(if applicant is under 18)
Date \_\_\_\_/\_\_\_\_/\_\_\_\_