



All cancellations and terminations must be made in writing. Student has to fill out, sign, and date the Student Request Form. 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.

All refunds are processed within 90 days of the requested date. Student must provide full documentation at the time of the request to receive a refund. Refunds will be made in the form of a check or bank wire transfer. Other fees may apply.

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.
6. Regardless of the reason, if student pays any monthly tuition in advance, a refund of 50% of the unused monthly tuition will be issued.

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/1901fee)

Student qualifies for the Deferred Payment Plan if registered for more than 12 weeks. See Deferred Payment Plan Policy for more information.

Refund Policy for Out-of-Country Student

Clause I: Registration Fee, Express Mail fee, and I-901 fees are non-refundable.

Clause II: If Visa is granted:
a. Total Program Tuition must be paid in full before starting classes.
b. If student enters the United States on an I-20 form obtained through HEI, and subsequently cancels prior to the start of scheduled classes or never attends class, the school will charge the equivalent of four weeks of total program tuition.

If student has only registered for four weeks, tuition is non-refundable and non-transferable. Student is not eligible to make up for any lost class time.

Clause III: If student starts classes, pays in full, and:

- 1. Needs to leave because of health issues, medical emergencies, or death in the family, no refund will be made for the current month.
2. Withdraws or transfers to another institution, no refund will be made for the current month.
3. Returns home early, no refund will be made for the current month.
4. Cancels after start date, no refund will be made for the current month.

Clause IV: There is no refund if student starts classes, pays in full, and is in violation of school policies/code of conduct. Also, there is no refund if student is dismissed/expelled or student has his/her status terminated due to any of the reasons determined/established by USCIS.

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 Deferred Payment Plan if registered for more than 3 months. See Deferred Payment Plan Policy for more information.

If student has only registered for one month, tuition is non-refundable and non-transferable. Student is not eligible to make up for any lost class time.

Clause II: If transferred student starts classes, pays in full, and:

- 1. Needs to leave because of health issues, medical emergencies, or death in the family, no refund will be made for the current month.
2. Withdraws or transfers to another institution, no refund will be made for the current month.
3. Returns home early, no refund will be made for the current month.
4. Cancels after start date, no refund will be made for the current month.

Clause III: There is no refund if student starts classes, pays in full, and is in violation of school policies/code of conduct. Also, there is no refund if student is dismissed/expelled or student has his/her status terminated due to any of the reasons determined/established by USCIS.

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 for Change-of-Status Student

Clause I: There will be no refund once the month starts. HEI allows student a 5-day grace period starting on the tuition payment due date. If student fails to pay after the 5th day of the grace period, there will be an initial late fee of US\$15.00 and an additional US\$1.00 per day until tuition is paid in full. Student will be charged a fee of \$35.00 for returned checks, regardless of the reason. In addition, student will not be admitted to class until his/her status is settled.

After been approved, if a student subsequently cancels prior to the start of scheduled classes or never attends class, the school will retain the equivalent of one month of tuition and all non-refundable fees.

Clause II: If student starts classes and:

- 1. Needs to leave because of health issues, medical emergencies, or death in the family, no refund will be made for the current month.
2. Withdraws or transfers to another institution, no refund will be made for the current month.
3. Returns home early, no refund will be made for the current month.
4. Cancels after start date, no refund will be made for the current month.

Clause III: If student starts classes and is in violation of school policies, no refund will be made for the current month if:

- a. Student is dismissed/expelled.
b. Student has his/her status terminated due to any of the reasons determined/established by USCIS.

Deferred Payment Plan (F-1 Visa Holders)

HEI offers a payment plan to assist financing student's education. The terms and conditions are:

- 1. Plan is only available to Out-of-Country students and Transfer-in students.
2. Out-of-Country: If student applies for more than 12 weeks, 12 weeks of Total Program Tuition is due before starting classes. Balance will be divided into installments and must be paid on the first day of every month. Last payment is due a month before I-20 form expiration date.

3. Transfer-in: If student applies for more than 3 months, 3 months of Total Program Tuition is due before starting classes. Balance will be divided into installments and must be paid on the first day of every month. Last payment is due a month before I-20 form expiration date.

4. The Harvest Institute allows students a 5-day grace period starting on the tuition payment due date. If student fails to pay after the 5th day of the grace period, there will be an initial late fee of \$15 and an additional US\$1.00 per day until tuition is paid in full. Students will be charged a fee of \$35.00 for bounced checks, regardless of the reason. In addition, the student will not be admitted to class until his/her status is settled. Tuition, materials, and other fees are set by the school and are subject to change without notice.

5. If student subsequently cancels prior to the start of scheduled classes or never attends class, the school will retain the equivalent of four weeks of total program tuition and all non-refundable fees. A refund of 50% of the unused portion of paid tuition will be issued. Student will need to support claim with appropriate documentation.

6. If student starts classes and:

- a. Needs to leave because of health issues, medical emergencies, or death in the family, no refund will be made for the current month.
b. Withdraws or transfers to another institution, no refund will be made for the current month.
c. Returns home early, no refund will be made for the current month.
d. Cancels after start date, no refund will be made for the current month.
7. There is no refund if student starts classes, pays in full, and is in violation of school policies/code of conduct. Also, there is no refund if student is dismissed/expelled or student has his/her status terminated due to any of the reasons determined/established by USCIS.

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 LB., 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 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (if applicant is under 18)