

Clause I: There is **no refund or credit** if the Student starts classes and pays in full but violates the Institute policies and/or code of conduct. Also, there is **no refund or credit** if the Student is dismissed/expelled or the Student has his/her immigration status revoked or terminated by USCIS.

Clause II - Temporary absence, or late arrivals: There is **no refund or credit** if the Student takes a Temporary Absence or arrives at a later date than first expected to begin classes. The exception is only for late arrivals, when the student advises the school within 30 days of their intent to change the start date. Periods of absence may not be made up with a non-paid extension of the course. The Institute will consider, at its sole discretion, a partial credit/refund in cases where there is compelling evidence of exceptional and extenuating circumstances. In cases when the student travel abroad doesn't exceed 30 days there will be no credit. If their travel exceeds 30 days with a written intention to return a credit for the time exceeding 30 days will be generated as a discount in equal amounts and spread in the remaining future tuition payments.

Student Choice: 1. When the student is not sure they will return within 30 days, they can choose to pause the course and receive credit for the unused portion of their tuition for future use 2. When the student is not sure they will return within 30 days a refund according to the refund policy will apply.

Clause III - Vacation: There is **no refund or credit** for vacation.

Clause IV - If the Student doesn't start classes and cancels course of study:

For Out-of-Country (F-1) and Change of Status students before Visa approved or whose visa or status is denied by authorities:

Out-of-Country: Cancellation, regardless of the reason, will incur a processing fee of \$350.00 (Three Hundred and Fifty Dollars) after pre-paid tuition refund is calculated.

Change of Status: Cancellation, regardless of the reason, will incur a processing fee of one month tuition.

Applicable to all students:

If the Student, after approval subsequently cancels or transfers to another approved institution prior to the start of scheduled classes, or never attends classes, an amount equal to four (4) weeks or a month depending on the length of payment sequence agreed of the total program tuition, plus all non-refundable fees shall be retained by the Institute. If the Student has prepaid more than four (4) weeks or a month, the non-refundable amount shall be equal to 4 (Four) weeks or a month depending on the length of payment sequence agreed at registration, all non-refundable fees, and 50% of the unused portion of the prepaid tuition.

If you are a student transferring to the HEI and your transfer is not approved by the PDSO or a DSO for any reason, you will be issued an immediate refund of all funds paid to the HEI.

Clause V - If the Student starts classes:

If the Student prepays more than four 4 (Four) weeks or a month depending on the length of payment sequence agreed or pays in full and exits the program early, **regardless of the reason**, a refund of 50% of the unused portion of the paid tuition will be issued to the student after the 45 (forty-five) days' notice is filed.

GENERAL: Applies to all types of refunds

- All cancellations and terminations must be made in writing through the Student Portal (Requests).
- In all cases, the Registration fee, Express Mail fee, Material fee, and I-901 Service fee are non-refundable.
- The Student must provide full documentation at the time of the request to be eligible to receive the refund. Refunds will be made in the form of a check or bank wire transfer.
- All applicable fees to re-issue I-20, postal services, and possible SEVIS fee requirements are the sole responsibility of the student.
- All absences that exceed 12 months will incur a new registration fee of \$100.00.
- All refunds are processed within 30 days after the last day of class as indicated in the cancellation/termination notice filed by the student.
- Applicants are responsible for any transaction fees.