



# Tuition and Refund Policy

## 2022-2023 Academic Year Tuition and Fees Fall and Spring Semesters

IEP Program	Clock Hours	Tuition	Textbooks	Registration Fee (Non-Refundable)	Total	Refund Policy Term
ESL Basic 1	270	\$1,970	\$120	\$100	\$2,190	1 term of 15 weeks
ESL Basic 2	270	\$1,970	\$120	\$100	\$2,190	1 term of 15 weeks
ESL Intermediate 1	270	\$1,970	\$120	\$100	\$2,190	1 term of 15 weeks
ESL Intermediate 2	270	\$1,970	\$120	\$100	\$2,190	1 term of 15 weeks
ESL Advanced 1	270	\$1,970	\$120	\$100	\$2,190	1 term of 15 weeks
ESL Advanced 2	270	\$1,970	\$120	\$100	\$2,190	1 term of 15 weeks
TOEFL	270	\$2,050	\$120	\$100	\$2,270	1 term of 15 weeks

### Tuition and Fees

Student tuition and fees are due before the start of classes and these charges are clearly outlined in the enrollment agreement. Students are liable for the full amount of tuition. Tuition and fees are subject to change. In the event of an increase in tuition or fees, a statement of notification will be mailed to the students. Any monies which have been made will be considered as a partial payment and applied towards the full tuition. Students are responsible for any and all additional payments and fees.

### Payment Plan

Students may qualify for an installment payment plan with the approval of the Director of ESL. Students must adhere to the payment schedule or the plan will be rescinded and payment in full will be required. There will be a plan surcharge added to monthly installment payments.

### Refunds

Students are responsible for submitting their tuition payments by the due date printed on the tuition statement.

A student who cancels within 7 days of signing the enrollment agreement is entitled to receive a full tuition refund, with the exception of the non-refundable \$100 registration fee.

Thereafter, a student will be liable for the non-refundable registration fee, plus: the cost of any textbooks or supplies accepted and tuition liability, calculated as of the student's notification to withdraw or the last date of attendance, whichever is last. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew (or was dismissed) and any previous terms completed.

### Refund Policy

#### First Term:

If termination occurs:	School may keep:
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

#### Subsequent Terms:

If termination occurs:	School may keep:
Prior to or during the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

In case of course closure due to insufficient registrants, 100% tuition will be refunded. The registration fee and class material fees are non-refundable and will not be included in the refund calculation. Failure to notify the director in writing of withdrawal may result in a delay in refund, pursuant to section 5002 of the Education Law.