



REFUND POLICIES FOR IN-STATE TUITION

Cultural Center for Language Studies

CCLS' Policies & Procedures for Refunds of In-State Tuition outline the requirements for and the process through which non F-1 visa students can acquire a refund for cancellations or withdrawals. Students indicate their acknowledgment and understanding of this policy on the *Acknowledgment of Refund Policy Form*, which is in turn stored within their student file.

1 General Requirements for Eligibility

1.1 Full Refund

Refund of tuition will be granted under the following conditions:

1. If the program/course of study is cancelled by CCLS.
2. If the student never attends class (no-show) or cancels prior to the course's start date
3. If the student has paid for multiple courses, monies paid for courses not taken will be refunded (excepting the first course, as indicated in 1.3.1 below). In any case, the student forfeits any and all discounts based on prepayment of multiple courses. Used courses of discounted tuition will be charged at the published monthly rate when any refund is calculated.

1.2 Partial Refund

1. If a new student withdraws or stops attending classes at or before the course's mid-point, CCLS will retain all tuition fees for four (4) weeks of that course.
2. If a continuing student withdraws or stops attending classes at or before the course's mid-point, CCLS will retain a prorated amount of tuition fees.
The prorated calculation will be made in weeks up to the last day of attendance. CCLS will consider a partial week the same as if a whole week were completed, provided that the student was present at least one day during the scheduled week.

1.3 Ineligibility for Refund

1. If a student withdraws or stops attending classes after the midpoint of any course, CCLS will retain all of the tuition for that course.
2. If a student is terminated due to violation of the institution's written disciplinary and/or attendance policies or local, state, or federal law, NO refund will be given for the course in session, but only for future courses for which he/she has paid.

2 Non-refundable Fees

Materials are refundable only if they are in "new" condition and in their original packaging. CCLS does not accept materials that have been used (even if the writing has been erased). If tuition was discounted based on the acquisition of materials, it will be recalculated according to the prevailing tuition fee.

3 Method of Refund Payment

1. Fees paid in cash are refunded in cash if up to USD50 (fifty dollars).
2. Fees paid in cash (over USD50) or by check are refunded via a CCLS check.
3. Refunds of fees paid by check will be processed only after the bank has cleared the original payment.
4. Payments made with a credit card will be refunded to the same credit card. If the student cannot produce the credit card for a refund, CCLS will issue a check.
5. Payments made via wire transfer will be refunded via check or wire transfer minus bank processing charges and courier fees (unless CCLS has cancelled the course/program).

4 Refund Timeline

If an applicant meets the eligibility requirements, all applicable refunds will be made within thirty (30) calendar days of the documented date of determination. The date of determination is date the student gives notice of withdrawal/cancellation or the date on which CCLS dismisses the student due to the student's failure to adhere to the institution's attendance and conduct or violation of local, state, or federal law.

Students are responsible for securing CCLS has a secondary channel of payment if the first option is not viable. CCLS retains its student records for three (3) years after the student's LDA- Last Date of Attendance (continuing students) or FSCD- First Scheduled Class Date (new students). Students are entitled to applicable refunds for up to three years after the student's LDA or FSCD.