



**EMPLOYMENT ASSISTANCE SERVICES** – The ESL Program is considered avocational and the principal purpose is to provide English instruction. Whenever appropriate, the Institution may assist with obtaining part-time employment by posting potential opportunities. Scholarships are available to ESL graduates who desire to pursue other academic programs within the Institution.

**CANCELLATION POLICY (Excluding I-20 Applicants)** – A full refund of all monies is made if the applicant cancels the enrollment within 72 hours (by midnight of the third business day) provided the applicant has not entered class. After 72 hours, the registration fee is non-refundable.

**TUITION REFUND POLICY (Per Semester)**

- During the first ten percent (10%) of the semester, the institution shall refund ninety percent (90%) of the tuition.
- After ten percent (10%) of the semester, but during the first twenty-five percent (25%), the institution shall refund fifty percent (50%) of the tuition.
- After twenty-five percent (25%) of the semester, but during the first fifty percent (50%), the institution shall refund twenty-five percent (25%) of the tuition.
- After fifty percent (50%) of the semester, there is no refund.

Books and Fees are charged separately for each course taken or repeated. These are provided at registration. A re-purchase program is available to you.

There is no refund or adjustment after registration for students enrolling for individual courses.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**UNOFFICIAL WITHDRAWAL and CANCELLATION OF CHARGES** – Registration is by semester. Classes change each five weeks. At the end of the sixth and eleventh week, enrollment will be verified, and unless attendance is reported, withdrawal occurs on that date and the refund policy is applied as outlined above.

**OFFICIAL WITHDRAWAL** – If you need to discontinue your enrollment, you must notify the Business Office. This is the only office authorized to process the withdrawal. The notification date is the official withdrawal date.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**PELL GRANT RECIPIENTS** – Pell Grants are awarded but earned by attending classes. If you withdraw within the first ten weeks of any semester, you will lose a substantial amount of the grant. In all cases, you will owe the Institution more money and may be required to repay the government a portion of the grant. If you fail to do so within 45 days, you cannot receive further grants at any institution.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**EXIT INTERVIEW**

**All students** are required to complete an Exit Interview with the Financial Planning Office upon withdrawal or graduation and are required to notify the Institution promptly of any change in address, telephone number, expected employer, or nearest of kin.

**REFUND ALLOCATION:**

1. INSTITUTIONAL AID
2. PELL
3. PRIVATE LOAN
4. STUDENT

**Orientation Date and Time:**

\_\_\_\_\_ / \_\_\_\_\_

**THE ABOVE TERMS AND CONDITIONS HAVE BEEN FULLY EXPLAINED TO MY SATISFACTION.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date