

REFUND & CANCELLATION POLICY

If a student has been absent for 30 consecutive calendar days, they will be automatically withdrawn. The refund due will be calculated using the last date of attendance to cancel and be paid within forty-five calendar days.

Cancellation Before Classes Begin or No-show after entry into the U.S.

If a student cancels before attending classes and have not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500.

Refunds will be paid either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Students Denied Visa/Entry

A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

Withdrawal or Termination After Classes Begin

See "REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)" below.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated based on the last date of attendance.

REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)

1 - 4 Week(s)	<ul style="list-style-type: none"> - 100% of tuition will be refunded for cancellation before the first day of instruction. - No refund after the 1st day of instruction.
5 - 14 Week(s)	<ul style="list-style-type: none"> - 100% of tuition will be refunded for cancellation before the first day of instruction. - The first four weeks of charges will be retained for cancellations within the first four weeks of enrollment. - For students who withdraw after the first four weeks but before or at the midpoint of the program, a prorated amount of tuition plus ten percent (10%) of the unearned tuition for the period of program that was not completed will be retained and the rest of the amount will be refunded. - Students who withdraw after the midpoint of the program will not be given a refund.
15+ Weeks	<ul style="list-style-type: none"> - 100% of tuition will be refunded with cancellation before the 1st day of instruction. - For students who withdraw before or at the midpoint of the program, a prorated amount of tuition plus ten percent (10%) of the unearned tuition for the period of program that was not completed will be retained and the rest of the amount will be refunded. - Students who withdraw after the midpoint of the program will not be given a refund.

If your enrollment was facilitated by an authorized CPC overseas agent, the refund shall be made to the agent. However, the processing of any refund may be governed by the contractual agreement between you and the agent. You are advised to consult with your agent should you have any questions.

NON-REFUNDABLE CHARGES

Registration fee, express mailing fee, I-20 re-issuing fee and accommodation processing fee (maximum total of \$500).

Accommodation

Accommodation arrangement may be made through CPC. However, accommodation rules are subject to each accommodation company's individual policy such as deposit fees, refunds and cancellation. Please contact the individual company regarding these policies.

CPC Refund & Cancellation Policy 6/1/19

I have read, understand, and agree with the CPC Refund & Cancellation Policy

Printed Name

Signature

Date