

## REFUND & CANCELLATION POLICY

To be considered for a refund, a student must notify the school of the intent to withdraw. If a student has been consecutively absent for 30 days, they will be automatically withdrawn. The refund due will be calculated using the date to determine to cancel and be paid within forty-five calendar days.

### **Cancellation Before Classes Begin or No-show**

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.

### **Cancellation Before Classes Begin-Entry into the U.S.**

Students who will enroll for fewer than 12 weeks, all the tuition charges for up to four weeks and all non-refundable charges will be retained. For enrollment periods more than 12 weeks, all the tuition charges for up to six weeks and all non-refundable charges will be retained.

### **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). Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

### **Withdrawal or Termination After Classes Begin**

If a student withdraws from school after the first four weeks, but before or at the midpoint of the term, CPC will retain a pro-rated amount of tuition.

If a student withdraws after completing the first term but before or at the midpoint of the course of study, CPC will retain a pro-rated amount of tuition up until the midpoint of their course of study. For students who withdraw after the midpoint of their course of study, CPC will retain all of the tuition.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated using the date from which the student was terminated.

### **REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)**

#### **Long-Term Pre-paid Tuition**

Students who cancel after the start of the program will not receive a refund for the first four weeks of enrollment. Cancellations before the midpoint of the study program will receive a refund on the weeks not completed. Cancellations after the midpoint of the program will not be eligible for a refund. Students who withdraw after extending their program will receive a pro-rated refund. If withdrawal takes place during the first four weeks of the extension, students will be eligible for a refund provided that it is before or at the midpoint of the program.

#### **Short-Term Pre-paid Tuition**

1 – 4 Week	<ul style="list-style-type: none"> <li>- 100% of tuition will be refunded for cancellation before the first day of instruction.</li> <li>- No refund after the 1<sup>st</sup> day of instruction.</li> </ul>
5-12 Weeks	<ul style="list-style-type: none"> <li>- 100% of tuition will be refunded with cancellation before the 1<sup>st</sup> day of instruction.</li> <li>- The first four weeks of charges will be retained for cancellations within the first four weeks of enrollment.</li> <li>- For students who withdraw after the first four weeks but before or at the midpoint of the program, a prorated amount of tuition will be refunded. Students who withdraw after the midpoint of the program will not be given a refund.</li> </ul>

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.

### **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.

\*Subject to change without notice.

CPC Refund & Cancellation Policy 9/4/18

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date