

2026 Edition



REFUND POLICY



Refund Policy

This Refund Policy applies to all students enrolled at the Institute. By enrolling, the Student agrees to all terms described herein.

Clause I – Violations and Dismissal

No refund or credit shall be granted if the Student:

- Violates the Institute’s policies and/or code of conduct;
- Is dismissed or expelled;
- has their immigration status revoked or terminated by USCIS. (For visa students)

Clause II – Temporary Absence, Late Arrival, or Interruption

- No refund or credit shall be granted if the Student:
- Takes a Temporary Absence; or
- Arrives later than the originally scheduled start date.

Exception:

Late arrival requests may be considered only if the Student provides written notice to the Institute within thirty (30) days of the intended change.

Absence periods shall not be compensated with extensions of the program.

The Institute may, at its sole and absolute discretion, grant partial credit or refund only in cases supported by documented exceptional and extenuating circumstances.

Travel Policy:

- Travel not exceeding thirty (30) days: no credit or refund;
- Travel exceeding thirty (30) days (with written intent to return): credit may be issued solely for the period exceeding thirty (30) days and applied toward future tuition.

Clause II.a – Course Pause Policy (Non-Visa Students Only)

A Student may request to pause their course subject to the following conditions:

- The request must be submitted at least thirty (30) days in advance through the Student Portal;
- The Student must maintain a paid balance equivalent to one (1) monthly tuition;
- Any unused days at the time of the request may be applied toward this requirement;
- Approval of the pause is conditioned upon satisfaction of the one-month tuition requirement;
- The pause period shall not exceed three (3) months under any circumstances.

Additional Terms:

- Failure to return within three (3) months will result in automatic resumption of the program and reinstatement of tuition charges;
- The pause does not extend the duration of the program;
- No additional credit shall be granted beyond the one-month tuition requirement;
- Upon return, the Student shall resume regular tuition obligations.

If the Student does not qualify for a pause:

- The standard Refund Policy shall apply; or
- The Student may continue enrollment without entitlement to credit for missed classes.

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Clause III – Vacation

No refund or credit shall be granted for vacation periods.

Clause IV – Cancellation Before Starting Classes

Non-Refundable Fees

Under no circumstances shall the following fees be refundable, transferable, or creditable, regardless of enrollment status, attendance, or reason for cancellation:

- Registration Fee
- Administrative / Processing Fee
- Express Mail Fee
- Material Fee (including books and instructional materials)
- I-901 SEVIS Fee (when applicable)
- Any service, transaction, or third-party processing fees

A. Visa Students (F-1 or Change of Status)

- In the event of visa denial or non-approval:
 - Out-of-Country applicants: a \$350 processing fee shall apply;
 - Change of Status applicants: one (1) month of tuition shall be retained.
- If the Student cancels or transfers prior to completing three (3) months:
 - The Institute shall retain twelve (12) weeks of tuition, calculated based on the full published tuition rate, irrespective of discounts, plus all non-refundable fees;
 - If prepaid beyond twelve (12) weeks, the Institute shall retain:
 - Twelve (12) weeks of tuition;
 - All non-refundable fees;
 - Fifty percent (50%) of the remaining unused prepaid tuition.

B. Non-Visa Students

If the Student cancels prior to the start of scheduled classes or never attends:

- The Institute shall retain:
 - Four (4) weeks or one (1) month of tuition (depending on the agreed payment schedule), plus all non-refundable fees;
- If the Student prepaid beyond such amount:
 - The Institute shall retain:
 - Four (4) weeks or one (1) month of tuition;
 - All non-refundable fees;
 - Fifty percent (50%) of the remaining unused prepaid tuition.

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Clause V – After Classes Begin (All Students)

Upon commencement of classes, the following terms shall apply to all Students:

- Any request for cancellation or withdrawal shall be subject to a mandatory forty-five (45) day notice period;
- During such forty-five (45) day period:
 - Tuition charges shall continue to accrue and remain payable in full, regardless of attendance or participation;
 - The Student shall remain fully financially responsible for all charges incurred during the notice period;
 - Non-attendance, voluntary absence, or discontinuation of participation shall not relieve the Student of payment obligations;
- The forty-five (45) day notice period shall commence only upon proper submission of a written cancellation request through the Student Portal;
- Any applicable refund shall be calculated solely after completion of the forty-five (45) day notice period;
- If the Student has prepaid more than twelve (12) weeks or paid in full and withdraws early, any refund shall be limited to fifty percent (50%) of the unused tuition, subject to the terms herein.

Clause VI – Visa Students Minimum Study Requirement

If a visa student withdraws or transfers prior to completing three (3) months of study:

- The Institute shall retain:
 - Twelve (12) weeks of tuition, calculated at the full published rate;
 - All non-refundable fees;

This requirement applies irrespective of the Student's payment plan or attendance status.

General Terms

(Applicable to All Requests and Refunds)

- All requests, including but not limited to cancellations, withdrawals, pauses, or any modifications to enrollment status, must be submitted in writing through the Student Portal (Requests);
- Verbal communication, email, messaging applications, or failure to attend classes shall not constitute notice of cancellation or withdrawal;
- The Student must provide all required documentation and complete refund information to be eligible for any refund;
- Refunds, if applicable, shall be processed within thirty (30) days after all required information and documentation have been received and approved by the Institute;
- Refunds shall be issued via check or bank wire transfer;
- Any banking, wire transfer, or transaction fees shall be the sole responsibility of the Student;
- Fees related to I-20 reissuance, postal services, and SEVIS (if applicable) shall be the sole responsibility of the Student;
- Absences exceeding twelve (12) months shall require payment of a new registration fee of \$100;
- In the event the Student remains inactive, absent, or unenrolled for a period exceeding twelve (12) consecutive months, any prior enrollment shall be deemed terminated;
- Should the Student wish to re-enroll after such period, the Student shall be required to:
 - Complete a new enrollment process; and
 - Pay all applicable current fees, including but not limited to a new Registration Fee and any applicable initial charges in effect at the time of re-enrollment;
- The Institute shall not be obligated to honor any prior pricing, credits, or terms from the previous enrollment.

Payment Disputes and Chargeback Waiver

By enrolling in the program, the Student expressly acknowledges and agrees that all payments made to the Institute are subject to the terms outlined in this Refund Policy.

The Student agrees not to initiate, file, or pursue any chargeback, dispute, or reversal with any bank, credit card company, or financial institution for any charges that are consistent with the terms of this agreement.

In the event that a chargeback or payment dispute is initiated by the Student:

- The Institute reserves the right to suspend or terminate the Student's enrollment immediately;
- The Student shall remain fully liable for all outstanding balances, including any amounts reversed through such dispute;
- The Student agrees to reimburse the Institute for any fees, penalties, administrative costs, or legal expenses incurred as a result of the dispute.

The Student further acknowledges that failure to follow the official cancellation procedures, including submission through the Student Portal and compliance with the mandatory notice period, does not relieve the Student of financial responsibility.

This clause shall survive termination of enrollment and remain enforceable to the fullest extent permitted by law.

Acknowledgment

By enrolling, the Student acknowledges that they have read, understood, and agreed to this Refund Policy in its entirety and accept all terms and conditions set forth herein.