

ACCESS INTERNATIONAL BUSINESS INSTITUTE

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U.S.A.

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CANCELLATION AND REFUND POLICY

Agreement to this policy is required for admissions

1. One hundred dollar (US\$100.00) non-refundable application fee shall not be refunded for any reasons under any circumstances. Item 5 will be considered on a case-by-case basis.
2. Candidates within the United States who apply and are admitted to our intensive or semi-intensive English programs who never attend a class (no-shows) or who cancel the contract prior to the class start date shall receive refund of advanced tuition less US\$100.00 admission processing fee within thirty (30) business days of the date of determination.
3. For enrolled students, all refunds due are calculated by the date the students provide a written notification of cancellation:
 - 3.1. Cancellation of the first scheduled term by the student who applied from abroad and who has entered the U.S. with Access International immigration documents, there shall be no refund for any monies paid to the school prior to the cancellation. If no advanced tuition has been paid by the student, the student shall be held responsible for the first term's full-time tuition.
 - 3.2. Cancellation after the first day of a scheduled term, 90% of the total tuition received less US\$100.00 admission processing fee is to be refunded within thirty (30) business days of the date of determination or written notification whichever is earlier.
 - 3.3. Cancellation after the second day of a scheduled term, 80% of the total tuition received less US\$100.00 admission processing fee is to be refunded within thirty (30) business days of the date of determination or written notification whichever is earlier.
 - 3.4. Cancellation after the third day of a scheduled term, 70% of the total tuition received less US\$100.00 admission processing fee is to be refunded within thirty (30) business days of the date of determination or written notification whichever is earlier.
 - 3.5. Cancellation after the fourth day of a scheduled term, 60% of the total tuition received less US\$100.00 admission processing fee is to be refunded within thirty (30) business days of the date of determination or written notification whichever is earlier.
 - 3.6. Cancellation after the fifth day of a scheduled term, there shall be no refund of received money. At this point, the student canceling his/her class is expected to have paid their tuition for the scheduled term.
4. Student visa candidates applying from abroad who are accepted for their student visa to study at Access International and cancel prior to the start of scheduled classes, and candidates from abroad who are denied a student visa to study at this institution, the following shall NOT be refunded:
 - 4.1. The non-refundable \$100.00 U.S. application fee
 - 4.2. \$250.00 U.S. recruiting and increased documentation and administrative cost

*To receive refunds for this category, ORIGINAL immigration documents must be returned to Access International. No refunds shall be issued without the original immigration documents under any circumstances.
5. If an application for admission is not accepted by Access International, a full refund of all monies paid shall be made to the applicant within thirty (30) business days of the date of application denial. See Item 1 for non-refundable application fee.
6. If a program of study is cancelled by Access International prior to a student's enrollment, the student has two options:
 - 6.1. The student then can choose another existing program in the Access International educational system:
 - 6.1.1. Intensive English as a Second Language
 - 6.1.2. Semi-Intensive English as a Second Language
 - 6.1.3. TOEFL Preparation Program
 - 6.2. The student may request refund. In this case, a full refund of all monies paid by the student to the school shall be made to the student within thirty (30) business days from the date the student decides to accept this option.
7. Termination After Start of Class
If a student's status is terminated by Access International after the start of class, all refunds due will be calculated using Item 3 Enrolled students refund guidelines based on the date of determination. The date of determination is the date the school informs the student of his/her status termination.

If a student's termination is due to a serious violation of student enrollment agreement and fair conduct, the business loss incurred by the student's action will be taken into consideration for the amount of refund deduction.

* NOTE: This Cancellation and Refund Policy is subject to change without advanced notice. Effective Date: November 6, 2003.

By signing this Cancellation and Refund Policy, I declare that I have read and understood all terms stated in it and I agree to abide by it.

Applicant's Signature

Sponsor's Signature

Applicant's Name (Printed)

Sponsor's Name (Printed)

Date (Month/Day/Year)

Date (Month/Day/Year)