

TUITION & ACCOMMODATION REFUND POLICY *(rev.08/23/2011)*

TUITION REFUNDS:

* All cancellations of study are subject to a \$100 cancellation fee

Cancellation Before Course Begins:

Situation:	Refund Amount:
Student is denied non-immigrant visa.	100% tuition minus registration fee, SEVIS fee, and FEDEX.
30 days or more before the course begins	100% tuition minus registration fee, SEVIS fee and FEDEX.
29-15 days before the course begins	50% tuition minus registration fee, SEVIS fee and FEDEX
14-8 days before course begins	15% tuition minus registration fee, SEVIS fee and FEDEX
7-1 days before course begins	No tuition or fee refund for study periods of less than 12 weeks (please see below)

Cancellation After Course Begins:

Situation:	Refund Amount:
During first twelve (12) weeks of study	No refund for the first 12 weeks of study. Remaining weeks' tuition are refunded 60% on a prorated basis. No partial week refunds. Written notice must be received 7 days before cancellation period.
Student has completed more than 12 weeks of study	60% refund on a prorated basis. No partial week refunds. Written notice must be received 7 days before cancellation period.
Student reduces the number of study hours per week.	No refund
Special Programs (CELTA, FCE/CAE, CPE, BEC)	Separate refund policies apply.

ACCOMMODATION REFUNDS:

Situation:	Refund Amount:
More than 14 days before arrival.	100% minus Accommodation Placement fee.
14 days or less before arrival.	100% minus Accommodation Placement fee and one (1) week of accommodation charge.
After 1 st day of accommodation stay.	Full refund minus 2 weeks or remainder of accommodation charges paid.

Important Refund Policy Notes:

1. All cancellations of study or accommodations must be in writing.
2. The ICC refund policy does not apply to the student whose study abroad arrangement is made by the following agencies: Boalingua, Sprachen, and ESL. For more information about the refund policy for those agencies, please contact them directly.
3. There is a \$100 cancelation fee for shortening or cancelling all lengths of study at any time after registration is confirmed by ICC.
4. There is a \$100 processing fee for changing accommodations after arrival. Every effort is made to issue refunds within 30 days of receipt of the cancellation request.
5. It is understood that students who register through travel agents have signed contracts with these agents that may include cancellation penalties, no-refund policies, or home country refund only conditions. ICC will confirm the conditions of agent/student contracts before issuing any refunds.
6. Leave of Absence:
 - a. An authorized Leave of Absence (LOA) of one week may be taken for each 12 week period of study as long as a student's attendance record has been good and the student is not on probation.
 - b. The period taken for an authorized LOA will be added to the end of the student's study, but those weeks will not be refunded if unused for any reason.
 - c. There are no refunds for an unauthorized LOA.
 - d. The period of absence during an unauthorized Leave of Absence will not be added on the end of a student's course of study. Student's on an F-1 student visa and an unauthorized Leave of Absence while remaining in the U.S. will be reported to U.S. Immigration authorities as being out-of-status.
 - e. A Leave of Absence in excess of 2 weeks should be taken outside the U.S. and for no more than 5 months or the student will need to re-apply for a visa.
 - f. Students returning from any LOA must enroll for a minimum of 4 weeks and be paid in full for the first 4 weeks of study following an LOA.
7. Students dismissed for poor attendance will not be eligible for refunds.

