



REFUND POLICY AND CANCELLATION POLICY

A student who cancels within seven (7) days of signing the enrollment agreement but before instruction begins receives all payment refunded, excluding the \$100 registration fee. Thereafter, a student will be liable for:

For 216-hour programs (full-time) (1 Quarter of 12 weeks)

(I) First Quarter

If Termination Occurs

The School May Retain

Prior to or During 1st Week.....	0%
During the 2nd Week	25%
During the 3rd Week	50%
During the 4th Week	75%
After the 4th Week.....	100%

(II) Subsequent Quarter

If Termination Occurs

The School May Retain

Prior to or During 1st Week.....	25%
During the 2nd Week	50%
During the 3rd Week	75%
After the 3rd Week.....	100%

For All Programs

Fees and charges paid to the school for goods and services, which the school has not provided shall be refunded.

Any payment to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within thirty (30) days from the determination date of withdrawal. The date of withdrawal by a student is no more than 30 days from the last date of attendance. **“Failure of a student to notify the director in writing of withdrawal may delay refund of tuition due.”**

(III) The student refund may be more than stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund.



American English Center - www.aenglishcenter.com
 407 Lincoln Road, Suite #300, Miami Beach, FL 33139. Tel: 305-704-0474

Book at worldwide lowest price at:
<https://www.languagecourse.net/school-american-english-center-new-york.php3>

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- +41 225 180 700
- +49 221 162 56897
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- +31 858880253
- +7 4995000466
- +46 844 68 36 76
- +47 219 30 570
- +45 898 83 996
- +39 02-94751194
- +48 223 988 072
- +81 345 895 399
- +55 213 958 08 76
- +86 19816218990



RULES AND REGULATIONS

American English Center is a resource provider that helps self-motivated professionals to excel. AEC requires full dedication from the student. We strive to provide our students with our best. We believe in excellence.

Students are expected to adhere to established standards of adult competence and behavior at all times. Students must respect staff members and each other. Any sign of disrespect toward a staff member will not be tolerated and will result in immediate suspension or expulsion. Any student who interferes with the orderly operation of the school will be required to leave.

All students are responsible for adherence to these rules and regulations. Violation of any rule may mean expulsion, suspension, or other penalties.

1. International students are required to enroll in a full-time 18hrs/week schedule unless authorized to study below full-time. Students will be terminated for failure to maintain 85% attendance.
2. Students must adhere to their registered schedule.
3. Students are not able to transfer to another school in active status unless they are maintaining a full-time schedule.
4. All financial obligations must be met prior to transfer or vacation requests.
5. Students will not be granted vacation time unless they are maintaining a full-time schedule and completing coursework assigned.
6. Any use of foul or abusive language is forbidden.
7. There will be no cheating, stealing, lying, or physical violence.
8. The possession or use of marijuana, drugs, or alcoholic beverages is forbidden.
9. The possession of dangerous objects such as knives, firearms, etc. is forbidden.
10. Damage of AEC property is forbidden.
11. There is no smoking on school premises.
12. All classes start promptly. Students entering class more than fifteen minutes past the scheduled starting time are considered absent for that class.
13. Students who are absent or late must call the school as soon as possible on the day of the absence or lateness. Students are responsible for handing in work they missed unless special permission has been granted.
14. If a book needs to be replaced after a student has paid and received it, the student must re-pay for it.
15. A student may not receive telephone calls at school except in an emergency.
16. Students may not have visitors during class hours.
17. AEC expects each member of the school community to conduct himself/herself with courtesy and sensitivity toward the needs of others. This includes a willingness to help the school maintain a clean and attractive environment.
18. Students should not leave coffee cups, sugar packets, etc. in the lobby, student lounge, or library. Garbage bins are provided throughout the campus. If students need help, they can ask an instructor or any AEC employee. Food is prohibited at all times in the classrooms and student library.



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19. If students have problems with understanding lessons or assignments, they should contact the ESL Program Manager.
20. If students have questions about the subject material, they should ask their instructor. We do not make up for lost classes, unless we are close.
21. In case of an emergency and students cannot make it to a class, they should call and request a hard copy of their lesson, projects, and any other material handed in class.
22. We do not allow changing schedules once students are registered and classes have begun, except for emergency medical reasons, supported by a doctor's note.
23. Please let us know of any change in telephone number, mailing address, or email address as soon as possible.
24. During the instruction session, distractions and disturbances are prohibited. AEC reserves the right to dismiss participants from a session and the program due to non-cooperation, misbehavior, and low performance with a prorated refund.
25. The computers must not be tampered with and passwords must not be changed. Study will be terminated if any student is found stealing or knowingly damaging the training facility or its contents.
26. AEC may collect classroom data for the purpose of research. However, no personal information will be used for research purposes without a student's direct consent.
27. Please note our support email address: admissions@aenglishcenter.com.



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