EPI Program Fee Refund Policy

The University does not refund the program fee except in cases where a student must withdraw due to causes beyond his/her control (such as death in the family, a serious illness, etc.). To receive a refund, the student must complete a Refund Request Form (see page 2). The request will then be considered by the administration within three (3) working days. If the administration approves the request, a refund will be granted as follows:

At the English Programs for Internationals, many of the basic costs of instruction are incurred on and before the first day of classes. When a student is assigned a class level, the size of the class, the gender ratio, and the native language of the students are considered. When a student is assigned to a class, other students cannot be assigned to that class. In addition, an instructor is hired to begin instruction on the first day of classes. Therefore, all students who register for EPI automatically incur a minimum charge of $725 in Testing, Placement, and Orientation fees, which will not be refunded in any case. This applies to any number of weeks of attendance and/or variation in course load. In addition, there is a $25 processing fee. A student who withdraws from EPI after the first day of classes has already occupied a classroom seat that cannot be reassigned. As a result, EPI cannot provide a full refund. EPI has established the following refund deadlines:

Full time:
- Withdrawal before the first day of class: 100% of instruction = $1750
- Withdrawal on or before the Friday of week 2: 90% of instruction = $1575
- Withdrawal on or before the Friday of week 3: 70% of instruction = $1225
- Withdrawal on or before the Friday of week 4: 50% of instruction = $875

2 classes:
- Withdrawal before the first day of class: 100% of instruction = $1180
- Withdrawal on or before the Friday of week 2: 90% of instruction = $1060
- Withdrawal on or before the Friday of week 3: 70% of instruction = $825
- Withdrawal on or before the Friday of week 4: 50% of instruction = $590

1 class
- Withdrawal before the first day of class: 100% of instruction = $575
- Withdrawal on or before the Friday of week 2: 90% of instruction = $520
- Withdrawal on or before the Friday of week 3: 70% of instruction = $400
- Withdrawal on or before the Friday of week 4: 50% of instruction = $285

Refunds for short-term enrollments will be calculated in the same way.

For Office Use

Date Received ____________________ Date Reviewed ____________________

Decision: Refund Denied: _______

Refund Granted: ____________ Amount to Refund: $ ____________

Reason For This Decision: ____________________________________________

Associate Director: ___________________________ / Director: ___________________________
Program Fee Refund Request Form

Last Name ____________________________________________________________

First Name ___________________________________________________________

ID # 600-0- ___________________________ Date _____________________________

Local Address: _______________________________________________________

Mailing Address for check:

__________________________________________

__________________________________________

Telephone # _______________________________ Telephone # _______________________

I have reviewed the EPI refund policy and am requesting a refund of the program fee. The application fees are nonrefundable.

__________________________________________ signature

REASON FOR REQUEST: (Note: Your request will be reviewed by the EPI administration within 3 working days of the date on this form and you will be immediately notified of the decision. If you disagree with the decision, you may appeal to the EPI director.)

__________________________________________

__________________________________________

__________________________________________

Receipt # _______________ Make check payable to: ______________________________

Check # _______________ Bank name ___________________________ Date written ________

Checking account # ___________________________________________________________