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 $625 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: ________________________
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.

____________________________________________________

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.)

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________________________________________________________________________

________________________________________________________________________

Receipt # __________ Make check payable to: ______________________________________

Check # __________ Bank name __________________________ Date written __________

Checking account # __________________________________________________________