

## REFUND PROVISIONS

**TUITION** (A NON-REFUNDABLE REGISTRATION FEE OF US\$100 \* WILL APPLY TO ALL BOOKINGS TO LSI; \*NY ONLY: 10% OF TUITION IF < \$1000)

The first session of study is equal to the total number of clock hours indicated on this Enrollment Agreement.

### BEFORE COURSE BEGINS

Up to seven (7) days before the first day of a course, tuition fees, less the Registration Fee, can be refunded if LSI receives notification of withdrawal. If withdrawal occurs seven (7) days or less before the start of the course, \$250 of tuition fees is non-refundable. Limit of one (1) change per course.

CIRCUMSTANCE	AMOUNT OF REFUND
Student does not receive authorization from US Immigration before the course begins and provides written notification to LSI; the I-20 form will be cancelled.	100% of tuition fees paid
Student withdraws <b>more than seven (7) days before the start of the course</b> and provides <b>written notice of withdrawal</b> , or never attends the institution. **	100% of tuition fees paid
<b>** If student received DHS Form I-20 from LSI uses this I-20 to enter the USA or if student withdraws seven (7) days or less before the start of the course, \$250 of tuition fees will be non-refundable; the I-20 form will be cancelled.</b>	100% of tuition fees paid less a \$250 cancellation fee

### AFTER COURSE BEGINS

CIRCUMSTANCE	AMOUNT OF REFUND
Student withdraws*** from a course of four weeks or less	No refund
Student withdraws*** from a course greater than four weeks within the first <b>fifty (50) percent of the course's duration</b> and provides <b>written notice of withdrawal before the scheduled end date of the course.</b>	The first four weeks of the course are non-refundable. Additional weeks will be refunded on a prorated basis, and are calculated from the last recorded day of attendance (any part of a week attended is considered a full week for refund calculations). For ISY courses, the refund is calculated based on the appropriate Standard 20 or Intensive 30 price.
<b>*** withdrawal refers to the day student last attends classes</b>	
Student withdraws*** from a course greater than four weeks <b>after fifty (50) percent of the course has been completed.</b>	No refund
Student <b>changes from an Intensive 30 to Standard 20 course at any time after course has begun</b>	No refund
<b>N.B. For students whose tuition is paid on their behalf by a third party or agent, all refunds will be paid to the third party or agent who made the original payment.</b>	<b>See third party or agent re refund</b>

**Refund Example: A student enrolls in a 12 week Intensive 30 course and pays a \$100.00 application fee and \$3170.00 tuition. The student withdraws\*\*\* after completing 3 weeks of the course (90 clock hours) and provides written notice of withdrawal\*\*\*. The pro-rata refund would be calculated as follows:**

$$\$3270.00 - \$100.00 = \$3170.00 - \$1170.00 \text{ (First 4 weeks = non-refundable)} = \$2,000.00 \quad \text{Refund}$$

All refunds due will be made within 30 days following the date upon which the student's cancellation or withdrawal\*\*\* has been determined. Cancellation or withdrawal\*\*\* shall occur when you give written notice at the address of the school shown on the front page of this agreement.

## HOUSING CANCELLATION

If you cancel your Host Family accommodation seven (7) days or less before arrival, one week of accommodation fees will be non-refundable. After arrival, LSI requires 4-weeks written notice of cancellation. If you leave the homestay before the 4 weeks is up, you will be subject to a cancellation penalty equal to the amount of the first 4 weeks in the accommodation, or if less than 4 weeks remain, minus the amount remaining. If you cancel other accommodation (Residence Hall, etc.) that was arranged by LSI, you may be subject to the cancellation penalty of the Residence Hall, etc.

## U.S. IMMIGRATION and CUSTOMS ENFORCEMENT/DEPARTMENT OF HOMELAND SECURITY re CHANGE OF STATUS

Students are required by law to attend the school that issued the I-20 as stated on their F-1 visa in their passports. Should you decide to **withdraw\*\*\*** from or cancel your course before the completion date of the course or courses in which you are enrolled, it is our duty to notify U.S. Immigration and Customs Enforcement (ICE) immediately, in accordance with ICE regulations, that you are no longer pursuing a full time course of study. As such, you will no longer be a bona fide F-1 non-immigrant visitor, **and your I-20 will be cancelled.** You will be considered out of status by ICE. Questions regarding non-immigrant alien status may be directed to the consulate of your country and United States Immigration and Customs Enforcement.

I HAVE READ, UNDERSTAND & ACCEPT THE CONDITIONS OF TUITION/HOMESTAY PRINTED ON THIS ENROLLMENT FORM.

Signature of applicant	Date
Signature of parent/guardian (if applicant is under 18 at the time of making this booking)	Date

## LANGUAGE STUDIES International

**Accreditation:** Language Studies International, Inc. (LSI) is accredited by the Accrediting Council for Continuing Education and Training (ACCET), which is authorized by the U.S. Department of Education.

**Faculty:** All LSI faculty members have at least a Bachelor's Degree (B.A.) from a four-year college or university, a minimum of 6 months teaching experience or an equivalent combination of education and experience. Most have further certification in teaching ESL/EFL, and experience living or working abroad.

**Attendance and Late Arrival:** You must have an average attendance rate of 80% and have attained an average test score of 70% to receive a certificate of completion at the end of your course. Class time missed due to absence may not be made up with free lessons nor will a refund be issued.

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**Language Studies International Berkeley and San Diego** are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education in the Department of Consumer Affairs, 1027 Tenth Street, Fourth Floor, Sacramento, CA 95814-3517. You may also contact ACCET at 1722 N Street, NW, Washington, DC 20036.

This institution does not participate in the Student Tuition Recovery Fund (State of California).

**Language Studies International Boston** is exempt from any licensing requirements in the State of Massachusetts. Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to ACCET at 1722 N Street, NW, Washington, DC 20036.

**Language Studies International, Inc. New York** is certified by the New York State Education Department, and listed in the New York State English as a Second Language School Registry.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the New York State Education Department, Bureau of Proprietary School Supervision: 116 West 32nd Street, Fourteenth Floor, New York, NY 10001. You may also contact ACCET at 1722 N Street, NW, Washington, DC 20036.

**This institution participates in the Tuition Reimbursement Fund of the New York State Education Department.**