



# English Studies Institute

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## CANCELLATION/WITHDRAWAL AND REFUND POLICY

To cancel or withdraw from your course, ESI requests that you fill out a cancellation/withdrawal form in the ESI office. The \$150 application fee is non-refundable. If your tuition is paid through an agent or another party, the refunds will be processed through that party and this may affect your eligibility for a refund. Any discount or commission that has been given to an agent or the student will be subtracted before making the refund calculation. Any tuition refund due will be processed within 10 business days.

**All students:** If you cancel/withdraw *before the course starts or on the first day of the course*, you will receive a full 100% tuition refund.

### 3-week course refunds

If your last day of attendance is:

-*during the first week of the course*, you will receive 2/3 or 66% tuition refund (see examples below).

-*after the first week of the course*, there is no tuition refund.

<i>3 – week course</i>	<i>clock hours</i>	<i>tuition paid</i>	<i>refund during first week</i>	<i>refund after first week</i>
Communication Skills- 12 hours	36	\$720	\$480	0
Communication Skills- 16 hours	48	\$960	\$640	0
Intensive English	60	\$1095	\$730	0
Intensive English for Univ. Studies	66	\$1275	\$850	0
Intensive Academic Preparation	72	\$1440	\$960	0
Test Preparation	6	\$180	\$120	0
Youth Adventure	45	\$1710	\$1140	0

### 4-week course refunds

If your last day of attendance is:

-*during the first week of the course*, you will receive a 75% tuition refund (see examples below).

-*during the second week of the course*, you will receive a 50% tuition refund (see examples below).

-*after the second week of the course*, there is no tuition refund.

<i>4- week course</i>	<i>clock hours</i>	<i>tuition paid</i>	<i>refund during first week</i>	<i>refund during second week</i>	<i>refund after second week</i>
Communication Skills- 12 hours	48	\$960	\$720	\$480	0
Communication Skills- 16 hours	64	\$1280	\$960	\$640	0
Intensive English	80	\$1460	\$1095	\$730	0
Intensive English for Univ. Studies	88	\$1700	\$1275	\$850	0
Test Preparation	8	\$240	\$180	\$120	0