



## Cancellation/Withdrawal and Refund Schedule & Policies

**All application, deposit, health center fees, insurance, and on-campus housing fees are non-refundable. Refunds are given through the mode of original payment. Agent-referred students receive refunds through the agent.**

### Program Refund Schedule for 14 & 10 Week Intensive English Programs

#### Prior to 1st day of program

**(published start-date on the website)...** Full refund of tuition (minus \$500 deposit)

**1st day of program through end of first week of classes by close of business day (5:00pm Friday).....**

50% of tuition (minus \$500 deposit)

**Week 2 of program classes and later ....**

No refunds

### Program Refund Schedule for the 4 Week General English Program

#### Prior to 1st day of program

**(published start-date on the website)...** Full refund of tuition (minus \$100 non-refundable application fee)

**After the 1<sup>st</sup> day of program**

No refunds

**Week 2 of program classes and later ....**

No refunds

#### All Other Programs-Refunds

Please refer to the *Policies* section found on the Professional and Continuing Education (PCE) Website: <https://pce.sandiego.edu/>

#### Special Circumstances - Program Withdrawal/Refunds

The following are acceptable reasons for withdrawal from the program before a student's period of study is completed: serious personal or family illness, severe financial difficulties which developed during enrollment in the program, visa problems, or a requirement by the government of sponsoring agency to return home. All of these reasons must be substantiated, in writing, by a recognized physician, a bank or immigration officer, or the sponsor, depending on the reason for withdrawal.

All questions regarding withdrawal for special circumstances should be addressed to the Program Director. The Director will determine if a refund is warranted on a case-by-case basis.

#### Additional Information

Late Arrivals - Students who are given special permission to begin the term late are subject to the same policy. The policy is in effect from student's first day of term (as indicated by your Form I-20)\*

**Dismissal** - A student can be dismissed at any time during the term if she/he has an attendance problem, behavior problem, does not work up to the high standards of the Institute or does not pay tuition and fees. If it is deemed necessary to dismiss a student, no refund is granted. The withdrawal policy does not apply in this case.

**Refund Requests** -All requests must be made in writing to: [francinechemnick@sandiego.edu](mailto:francinechemnick@sandiego.edu). You will receive a confirmation of your request. Approved refunds will take approximately 4-6 weeks to process. Refunds are issued in the same method of payment (check or charge) of payment, except in the case of bank wire payments. Refunds on payments made by bank wire are issued by check and sent by mail to the person or company that made the original payment. Tuition is not refunded to students who arrive late for the program, who leave because of homesickness, or who are dismissed from the program.