

ELA Enrollment, Cancellation, Withdrawal and Refund Policy

Enrollment Policy

The English Language Academy accepts applications from international, non-native English-speaking students who wish to improve their English language skills. Multiculturalism is welcomed and emphasized. Students accepted into the Intensive English Language Program (IELP) are placed in one of six levels – from Beginning (Level 1) to Advanced (Level 6) for each of 5 skills and Test Prep: Writing, Reading, Grammar, Listening, Speaking and TOEFL Prep.

In order for an application to be considered, the applicant must:

- Be a High School graduate in good academic standing;
- Submit a completed [Admission Form](#);
- Pay the non-refundable Application Fee;
- Submit the following additional documentation:
 - Passport copy
 - Financial Certification
 - High School Transcript or Diploma

Students must also submit evidence of U.S.-based health insurance, OR choose the USD Student Health Insurance Plan before starting classes.

The tuition balance must be paid within the 10 days before the start of the program. After receiving all required documentation, and following payment of the Application Fee, the DSO sends the applicant a Letter of Acceptance and an I-20 Form, which the applicant will need in order to obtain an F-1 (Student) Visa from a U.S. Embassy/Consulate. (See [Admission Process & Calendar](#) for details on dates and pricing.)

Cancellation, Withdrawal and Refund Policy

The Application Fee is non-refundable. Refunds are processed through the mode of original payment. Agent-referred students receive refunds through their agent.

Failure to pay all relevant fees in full, and by the relevant deadline date(s), may cause the applicant to become ineligible to enroll in and/or to continue with the program.

Program Refund Schedule for 10 and 14-week Intensive English PROGRAM

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| • Prior to the first day of the program
(Published start date located on website applicable) | Full refund of tuition (less credit card fees, if applicable) |
| • First day of the program through the end of the first week
of classes (by close of business day – 5:00pm Friday) | 50% tuition (less credit card fees, if applicable) |
| • Beginning of the second week of the program onwards | No refunds |

Fees

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| • Application Fee (\$200) | Non-refundable |
| • Health Center Fee (\$170) | Refundable |
| • Student Association Fee:
For 10 and/or 14-week Semester (\$125) | Refundable |
| For 5 and/or 7-week Session (\$100) | Refundable |
| • Book Fees:
Spring and Fall Semesters (\$375) | Refundable (if unused) |
| Summer Semester (\$325) | Refundable (if unused) |
| • USD Student Health Insurance Plan (if student is enrolled) | Refundable (if student never attended) |

Special Circumstances - Program Withdrawal/Refunds

The following are possible 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,
- Requirement by the government/sponsoring agency to return home.

The above reasons must be substantiated in writing by a recognized physician, bank/immigration officer, or the student's sponsor – depending on the reason for withdrawal.

All questions regarding withdrawal due to special circumstances are to be addressed to the Program Director, who will determine if a refund is warranted on a case-by-case basis.

Additional Information

Dismissal: A student can be dismissed for not maintaining Satisfactory Academic Progress, behavioral issues, or not paying tuition and fees. If it is deemed necessary to dismiss a student, no refund is granted. The withdrawal policy does not apply in such cases.

Refund Requests: All requests must be made in writing to: francinechemnick@sandiego.edu. The student submitting the request will receive a confirmation of his/her request. Approved refunds will take approximately 4-6 weeks to process. Refunds are issued using the same method of payment as the original payment, and to the same person or company that made the original payment (check, charge or wire transfer). Tuition will not be refunded to students who arrive more than a week late to the program, who leave because of homesickness, and/or who are dismissed from the program.

All Other (USD/PCE) Programs - Refunds

Please refer to the following links for relevant USD/PCE Policies:

<https://pce.sandiego.edu/contentManagement.do?method=load&code=PG0007>

<https://www.sandiego.edu/finance/student-financial-services/student-accounts/dates-deadlines.php>