

ALPS Language School Cancellation and Refund Policy

General Terms of Refund

For students who have paid tuition and cannot begin classes or cannot continue classes, it is the policy of ALPS Language School to make a refund if: 1) the student does not attend classes or if 2) the last date attended is before the end of the 2nd calendar week of class.

Days attended are calculated as the first day of class scheduled until and including the last date of attendance. Refunds are calculated on a prorated daily basis after the last date of attendance. For prorating a refund, national holidays will be calculated as class days. Refunds will be made within 45 days of the last date of attendance or the notice of withdrawal whichever is earlier. In case of expulsion, the last date of attendance is the day that ALPS expels the student however ALPS Language School is not obligated to make refunds to students expelled due to violation of written disciplinary and/or attendance policies or local, state or federal law. When a recruiting agency is used, ALPS reserves the right to make the refund through the recruiting agency.

Deductions from refunds

- Any fees paid by ALPS to a recruiting agency are subtracted from refunds.
- The medical insurance fee is not refundable after 5:00 pm on day 1 of classes.
- The application fee is not refundable if a student visa is not issued or if ALPS does not admit the student.

Refunds prior to start of classes and refunds for program cancellation

ALPS will give a student a 100% refund of tuition and activity fee in the following cases:

- ALPS Language School cancels a student's program prior to or subsequent to a student's enrollment.
- Student withdraws from classes within 3 days of signing application or enrollment agreement before classes have started.
- Student does not receive a visa to enter the United States or is not admitted to the United States.

Refund amounts after classes begin

Situation	Refund Tuition & Activity Fee	Refund Application Fee
Student never attends class or student cancels classes on or before the first day of class.	100% Tuition and Activity Fee	0%
Student drops classes on or between the 2 nd day of class and the end of week 2.	100% Prorated Tuition (i.e. unused tuition) & Activity fee	0%
Student drops classes during week 3 or week 4.	0%	0%

Prorated refund percentage is shown for each last day of attendance

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Testing Day 100% refund	Day 1 of class 100% refund	Day 2 of class 88.89%	Day 3 of class 83.33%	Day 4 of class 77.78%
Week 2	72.22%	66.67%	61.11%	55.56%	50%
Weeks 3 & 4	0%	0%	0%	0%	0%