



CANCELLATION AND REFUND POLICY

A written notice should be submitted when canceling the course.
The registration fee cannot be refunded under any circumstances.

When to request a refund		Refund Amount
Before Departure	4 weeks before departure	All fees except registration fee
	2 weeks before departure	All fees except 2 weeks of dormitory fees
	1 week before departure	All fees except 4 weeks of dormitory fees
	Less than a week before departure	All fees except 4 weeks of tuition and dormitory fees
After Departure	Registered 4 weeks or less	No refund regardless of time of request
	Within 25% of course period	50% of remaining period of tuition and dormitory fees
	Within 50% of course period	20% of remaining period of tuition and dormitory fees
	More than 50% of course period	No refund
Extension	2 weeks before extended class starts	All fees except 2 weeks of dormitory fees
	1 week before extended class starts	All fees except 4 weeks of dormitory fees
	Less than a week before extended class starts	All fees except 4 weeks of tuition and dormitory fees