

REFUND & CANCELLATION POLICY

If a student has been absent for 30 consecutive calendar days, they will be automatically withdrawn. The refund due will be calculated using the last date of attendance to cancel and be paid within forty-five calendar days.

Cancellation Before Classes Begin or No-show after entry into the U.S.

If a student cancels before attending classes and have not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500.

If a student has entered in the United States and cancels prior to the start of scheduled classes or never attends class (no shows), CPC will retain:

- For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks of the first term.
- For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks of the first term.

Refunds will be paid either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Students Denied Visa/Entry

A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

Withdrawal or Termination After Classes Begin

See "REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)" below.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated based on the last date of attendance.

REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)

The last date of attendance occurs at <u>any point in the first four weeks</u> of the period of enrollment	CPC retains the charges applicable to the first four weeks.
The last date of attendance occurs <u>after the first four weeks but before or at the mid-point</u> of the period of enrollment	CPC retains a prorated amount of tuition.
The last date of attendance occurs <u>after the midpoint</u>	CPC retains all of the charges for that period.

If your enrollment was facilitated by an authorized CPC overseas agent, the refund shall be made to the agent. However, the processing of any refund may be governed by the contractual agreement between you and the agent. You are advised to consult with your agent should you have any questions.

NON-REFUNDABLE CHARGES

Registration fee, express mailing fee, I-20 re-issuing fee and accommodation processing fee (maximum total of \$500).

Accommodation

Accommodation arrangement may be made through CPC. However, accommodation rules are subject to each accommodation company's individual policy such as deposit fees, refunds and cancellation. Please contact the individual company regarding these policies.

CPC Refund & Cancellation Policy 3/13/2020

I have read, understand, and agree with the CPC Refund & Cancellation Policy

Printed Name

Signature

Date