

REFUND POLICY

Students who have prepaid tuition (paid in full), or on behalf of a student (Sponsor or Guarantor), may cancel their registration if the period of the student's initial start date has not yet begun, in such cases the student may be eligible to receive a refund. Full refunds are given if cancelling within five (5) days of registration. Refund amounts will be calculated on behalf of the student who Cancels or Withdraws from a course according to school refund policy below. The Philadelphia School of Languages does not issue refunds for courses not started by the student (no-shows). The termination date for refund computation purposes is the date the student requests cancellation. All communication with students must be done officially through a school adviser, supervisor or director.

- 1) 5 calendar days after enrollment and before attending any classes or sessions
- 2) Up to 7 calendar days into the term or 7 elective classes attended
- 3) After 7 calendar days into the term and before 25% of the term has elapsed
- 4) Between 25% and 50% of the term has elapsed
- 5) After 50% of the term has elapsed

- 100% tuition refund minus nonrefundable fees
- 75% refund of tuition
- 55% refund of tuition
- 30% refund of tuition
- No refund

If you haven't started your classes yet but have already paid tuition you are eligible for a refund. If you have enrolled into our courses you must request to CANCEL your enrollment.

**If you cancel BEFORE the classes officially begin then you may receive a FULL TUITION REFUND.
If you cancel AFTER the classes have officially begun then you may receive a PARTIAL TUITION REFUND.
Communication is very important!**

**Please inform a school official of your intentions as soon as possible.
If you wait to cancel and request a refund after classes have begun you will NOT RECEIVE A FULL REFUND.**

Certain fees are NONREFUNDABLE: Enrollment Fee, Placement Test and Card Processing Fee.

REFUND CALCULATION

Number of Classes Attended or Elapsed	Refund %
0 Classes attended (Mandatory and Elective)	100% Tuition refund
More than one (1) but less than seven (7) classes +1 Classes -7 Classes	75% Tuition refund
More than eight (8) classes but less than nine (9)	55% Tuition refund
More than nine (9) but less than sixteen (16) +9 Classes -16 Classes	30% Tuition refund
More than sixteen (16) classes +16	0% No refund

Refund Questions:

When does the school start counting the number of classes?

Because we offer a very flexible program, our students have two (2) options.

1. Enroll and wait for the start of the mandatory program.
2. Enroll and begin immediately (Elective Classes).

If you wait until the official start of classes to begin attending, we will start counting immediately after the OFFICIAL START DATE.

If you begin classes before the official start date, we start counting based on your elective class ATTENDANCE. We monitor attendance very closely.

When and how do I receive my refund?

If you are eligible for a full or partial refund the school will issue you a refund within thirty (30) calendar days of your signed cancellation. We refund in two ways:

1. Automated refund to your banking account.
2. Provide a check by the school financial office.

If you do not receive your refund transfer or check within thirty (30) days please contact the school director through info@psolschool.org

Students will only receive refund if they complete the necessary cancellation form.

Why does the school give only partial refund? If I didn't study why should I have to pay?

When a student enrolls into our course, he or she is guaranteeing a space in a classroom. Our school depends on tuition payments to pay for school expenses, teacher's salaries, technology and many other things.

There is limited space in each classroom and when a student who doesn't begin their classes drops-out, that empty space continues to be empty until the end of the term. Think of it almost like a hotel reservation, if you don't cancel or check-in in time you will still have to pay for your room.

REFUND AND CANCELTION POLICY (FULL PAYMENT)

Students who have Prepaid tuition (paid in full) received by The School from the Student, or on behalf of a student (Sponsor or Guarantor), may cancel their registration if the period of the student's initial start date has not yet begun, in such cases the student may be eligible to receive a refund. Full refunds are given if cancelling within five (5) days of registration. Refund amounts will be calculated on behalf of the student who Cancels or Withdraws from a course according to school refund policy below. The Philadelphia School of Languages does not issue refunds for courses not started by the student (no-shows). The termination date for refund computation purposes is the last date of recorded attendance of the student or the date the student requests cancellation. All communication with students must be done officially through a supervisor or director. See the front desk for specific information on your payment plan. You will be eligible to receive a refund when:

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| 1) 5 calendar days after enrollment and before attending any classes or sessions | 100% tuition refund minus nonrefundable fees |
| 2) Up to 7 calendar days into the term or 7 elective classes attended | 75% refund of tuition |
| 3) After 7 calendar days into the term and before 25% of the term has elapsed | 55% refund of tuition |
| 4) Between 25% and 50% of the term has elapsed | 30% refund of tuition |
| 5) After 50% of the term has elapsed | No refund |

Refunds shall be made within 30-calendar days of the date the student fails to enter, leaves the program or fails to return from a leave of absence.

***These rules only apply to students who have paid in full and not to monthly payers (financed tuition)

FINANCED TUITION CANCELTION POLICY (MONTHLY PAYMENT)

The Student may cancel or withdrawal from a course voluntarily. If a student wishes to withdrawal from a course that is still in progress, the Financed Tuition Amounts will be calculated and must be paid to the School on behalf of the student. The Student who has not paid in Full owes the remaining tuition amount of the course enrolled.

Unearned tuition payments in the sum of money not received by the School from a Student, or on behalf of a student (Sponsor/Guarantor), for the period of the student's enrollment/course is owed and must be paid at the moment of cancellation. **The Philadelphia School of Languages does not issue refunds for courses not started by the Student (no-shows).** The termination date for refund computation purposes is the last date of recorded attendance of the student or the date student requests cancellation. The amount owed will be calculated as follows, payment of these amounts must be made in order to re-enroll into a future course/program or sessions.

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| 1) 5 calendar days after enrollment and before classes begin | 0% tuition owed. Full tuition refund minus nonrefundable fees. |
| 2) Up to 7 calendar days into the term or 7 elective classes attended | 25% tuition owed. No refunds other than books. |
| 3) After 7 calendar days into the term and before 25% of the term has elapsed | 45% tuition owed. No refunds other than books. |
| 4) Between 25% and 50% of the term has elapsed | 70% tuition owed. No refunds other than books. |
| 5) After 50% of the term has elapsed | Total amount owed. No refunds. |

Payment after cancelling a course must be made within 30-calendar days of the date the student fails to enter, leaves the program or fails to return from a leave of absence. A full refund of the first tuition payment is allowed if a Student cancels or withdrawals within five (5) calendar days of registration within thirty (30) days. Registration fees are non-refundable.

Email Address for Official Notice. Requests for cancellations may be submitted in writing via email to info@psolschool.org.