

Intensive English Language Center Refund Policies

Application and Express Mail Fees

- IELC application fees are non-refundable.
- IELC express mail fees are non-refundable.

Health Insurance Premium

- IELC Students pay a health insurance premium to Wells Fargo of California Insurance Services, Inc. Refunds are only approved (1) if a student fails to meet the plan eligibility requirements or (2) if a student enters the Armed Forces of his/her country, then the student will not be covered from the date of entry. Refund requests for these two reasons must be made within 45 day of the coverage period. A \$25 processing fee will apply. See page 3 of the Wells Fargo Insurance policy handbook for more detailed information on refunds.

Homestay Fees

- Homestay fees are paid directly to the host family at the beginning of each month. A student is required to give his/her host family at least a two-week notice when he/she decides to move. A notice of intent to move should be done in writing and a copy should be given to the IELC office to be placed in the student's file.
- If a student has paid his/her homestay fees in advance, the host family will be allowed to keep an amount that is equivalent to two-weeks of fees ($14 \times \$25.00 = \350.00), calculated from the day that notice is given. If a student does not give any notice, the two-weeks will begin on the day that he/she moves out, to compensate the host family for any groceries, etc. that they have purchased for the student's stay.
- If a student has not pre-paid his/her fees, then he/she will be required to pay the host family an amount that is equivalent to two-weeks of homestay fees ($14 \times \$25.00 = \350.00), calculated from the day that notice is given, to compensate your host family for any groceries, etc. that they have purchased for the student's stay.

Tuition Refunds

- Course Cancellation for any Reason
 - A full refund of tuition fees will be made.
- A Course with Five or More Class Meetings
 - Withdraw prior to the second meeting -- full refund of tuition fees less \$25 administrative fee.
 - Withdraw after the second scheduled class meeting and prior to a date at which 25% of the course has elapsed -- 60% of course tuition fees refunded.
 - No refund of tuition fees after 25 % of the course has elapsed.
- Four or Fewer Class Meetings
 - Full refund of tuition fees less \$25 administrative fee prior to the first meeting.
 - Withdraw after first meeting and prior to second-- 60% of course tuition fees refunded for classes with three or four sessions.
 - No refund of tuition fees for classes with one or two sessions.

Failure to withdraw from a credit course in which one is officially registered, but does not complete will result in a grade of F.

Section 41802 of Article 3, Subdivision 5, California Administrative Code in its subdivision (3)7 as amended provides that refunds of extension source tuition fees are to be made in accordance with the above schedule.

Forms for requesting refunds are available in the Intensive English Language Center office.