

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, ALPS Language School will make a refund if 1) the student does not attend classes or 2) the last date attended is on or before the student's 9th day of scheduled class. There is no refund if the student's last day of class is on or after the student's 10th day of scheduled class.

Days attended are calculated as the first day of scheduled class 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, school holidays (as specified in the Student Handbook) will be calculated as class days. Refunds will be made within 45 days of the last date of attendance or the notice of withdrawal or the date of termination, whichever is earliest.

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 application fee and other fees are non-refundable unless otherwise stated on each session invoice.

Refunds prior to start of classes and refunds for program cancellation

ALPS will give a student a 100% refund of tuition and refundable fees if 1) the student cancels their classes on or before their first day of scheduled class, 2) the student never attends their classes, or 3) ALPS Language School cancels a student's program or classes.

For a student studying for a full 4-week session, the following table shows the prorated refund percentage based on each last day of attendance.

If the student's last day of attendance is	The student will get back this percentage of tuition and refundable fees:
Week 1 of the session	
Monday - Orientation Day	100%
Tuesday	100%
Wednesday	88.89%
Thursday	83.33%
Friday	77.78%
Week 2 of the session	
Monday	72.22%
Tuesday	66.67%
Wednesday	61.11%
Thursday	55.56%
Friday	50% - <i>Last day for any refund</i> -
Weeks 3 & 4 of the session	
No Refunds	0%