

ALPS Language School Cancellation and Refund Policy

General Terms of Refund

Each 4-week session, if students have paid tuition and do not begin classes or do not 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 **halfway point** of scheduled class. There is no refund if the student's last full day of class is after that halfway point. For example: the halfway point of a 16-day class is the 8th day of class. The refund for a student enrolled in such a class and whose last day of attendance was the 8th day of class is 50%.

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 marked as non-refundable on the 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-time 4-week session, the following table shows the prorated refund.

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	100%
Tuesday	90%
Wednesday	85%
Thursday	80%
Friday	75%
Week 2 of the session	
Monday	70%
Tuesday	65%
Wednesday	60%
Thursday	55%
Friday	50% - <i>Last day for any refund</i> -
Weeks 3 & 4 of the session	
No Refunds	0%