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ALPS Language School Cancellation and Refund Policy

General Terms of Refund

If a student has paid tuition and cannot begin classes or cannot continue classes, it is the policy of ALPS Language School to make a refund if the drop date is before the end of the 2nd calendar week of class. The drop date is 1.) the day the student informs ALPS **in writing** that the student is withdrawing from classes or 2.) the day that ALPS expels the student. Days attended are calculated as the first day of class scheduled until and including the drop date. Refunds are calculated on a prorated daily basis after the drop date. For prorating a refund, national holidays will be calculated as class days. Refunds will be made within 30 days of the drop date. ALPS Language School is not obligated to make refunds to students expelled due to violation of written disciplinary and/or attendance policies or local, state or federal law. 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 medical insurance fee is not refundable after 5:00 p.m. on day 1 of classes.

Refunds prior to start of classes and refunds for program cancellation

ALPS will give a student a 100% refund of tuition, activity fee and application fee in the following cases:
 ALPS does not accept a student.
 ALPS Language School cancels a student's program prior to or subsequent to a student's enrollment.
 Student withdraws from classes within 3 days of signing application or enrollment agreement and classes have not started yet.
 Student does not receive a visa to enter the United States or student is not admitted to the United States.

Refunds after classes begin

Situation	Refund Tuition and Activity Fee	Refund Application Fee
Student never attends class or student drops classes on or before the first day of class.	100% Tuition	0%
Student drops classes on or between the 2 nd day of class and the end of week 2.	100% Prorated Tuition (i.e. unused tuition)	0%
Student drops classes during week 3 or week 4.	0%	0%

Example: \$1000.00 of tuition is paid. Prorated refund amount is shown for each drop date.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	\$1000 refund Testing Day 100%refund	\$1000 refund Day 1 of class 100%refund	\$888.89	\$833.33	\$777.78
Week 2	\$722.22	\$666.67	\$611.11	\$555.56	\$500.00
Week 3	Activity Day No Class	\$0	\$0	\$0	\$0
Week 4	\$0	\$0	\$0	\$0	\$0