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ALPS Language School Cancellation and Refund Policy

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 according to the following policy. For refund purposes, the drop day is considered last day of attendance. Days attended are calculated as the first day of class scheduled until and including the drop date. A student must inform ALPS **in writing** that she or he is withdrawing from classes. Refunds will be made within 30 days of the drop date. Refunds will be calculated on a percentage of a prorated daily basis. For prorating a refund, national holidays will be calculated as class days.

If ALPS Language School cancels a student's program subsequent to a student's enrollment, all monies paid by student will be refunded. ALPS Language School is not obligated to make refunds to students terminated due to violation of written disciplinary and/or attendance policies or local, state or federal law.

Situation	Refund of Daily Group Lesson Tuition and Activity Fee	Refund of Daily Private Lesson Tuition	Refund Application Fee
ALPS does not accept a student or student does not receive a visa to enter the United States or the student is not admitted to the United States or the student's program is cancelled.	100%	100%	100%
Student drops classes within 3 days of signing application or enrollment agreement and classes have not started yet.	100%	100%	100%
Student never attends class or student drops classes on or before the first day of class.	100%	100%	0%
New Students Only. During the first session of attendance, student drops classes on or between the 2nd day of class and the end of week 2.	100% of daily prorated tuition (i.e. unused tuition)	50% of daily prorated tuition (i.e. unused tuition)	0%
Continuing Students Only During sessions after first session of attendance , student drops classes on or between the 2 nd day of class and the end of week 2.	100% of daily prorated tuition (i.e. unused tuition)	100% of daily prorated tuition (i.e. unused tuition)	0%
Student drops classes during week 3 or week 4.	0%	0%	0%

These items are subtracted from any refund:

- 1) Any fees paid by ALPS to a recruiting agency up to \$250.00
- 2) The Medical Insurance Fee is not refundable after 5:00 p.m. on the first day of the session (testing day).