

TEXAS INTENSIVE ENGLISH PROGRAM

REFUND POLICY

FEES

The TIEP application fee, assistance with housing fee, and express mail fee are neither refundable nor transferable. The TIEP application fee and assistance with housing fee are deferrable for one year.

PREPAID TUITION

Students who prepay TIEP tuition in full and are unable to enter the United States and enroll at TIEP for the session(s) for which they have prepaid will receive a full refund less a \$100 cancellation fee. The refund request must be received in writing no later than the tenth (10th) class day or the student will forfeit all prepaid tuition.

WITHDRAWAL FROM TIEP AFTER REGISTERING

To receive a refund after registering at TIEP, a student must officially withdraw.

- Notice of withdrawal must be presented in writing by completing a *Request to Withdraw* form. This form is available from the TIEP Student Services Administrator and the TIEP Director.
- Students who withdraw before classes begin will receive a full refund, less a \$150 cancellation fee.
- Students who withdraw after classes begin will receive a partial refund according to the schedule listed below. The refund will depend on when the withdrawal is requested and approved and on the length of the enrollment period. In the case of a *Deferred Payment Plan*, refunds are calculated on the full amount of tuition owed for the session, including fees.

1 WITHDRAWAL REQUESTED AND APPROVED	2 AMOUNT OF REFUND, BY ENROLLMENT PERIOD		
	(a) 1 - 4 weeks	(b) 5 - 8 weeks	(c) 9 - 16 weeks
(a) Before classes begin	100% - \$150 cancellation fee	100% - \$150 cancellation fee	100% - \$150 cancellation fee
(b) During class days 1 – 5	0%	50%	75%
(c) During class days 6 – 10	0%	0%	50%
(d) After the 10th class day	0%	0%	0%

I have carefully read, understand, and agree to adhere to the above refund policies.

PRINT YOUR NAME

SIGNATURE

DATE