

Refund Policy

FULL TUITION REFUNDS

Situation:	Refund Amount:
Student is denied non-immigrant visa.	100% tuition minus registration fee, SEVIS fee, and FEDEX.
30 days or more before course begins	100% tuition minus registration fee, SEVIS fee and FEDEX.

PARTIAL TUITION REFUNDS

Situation:	Refund Amount:
29-15 days before course begins	50% on the first 12 weeks and 100% of the remaining weeks minus registration fee, SEVIS fee and FEDEX
14-8 days before course begins	15% tuition of the first 12 weeks and 100% of the remaining weeks minus registration fee, SEVIS fee and FEDEX
7-1 days before course begins	Subject to the General Cancellation Policy below Minus registration fee, SEVIS fee and FEDEX
<ul style="list-style-type: none"> • Written notice must be received 7 days before cancellation period. • All cancelations after the course of study begins are subject to a \$500 cancelation fee. • There are no refunds for registration, SEVIS or FEDEX fees. • Students dismissed for poor attendance will not be eligible for refunds. 	
General Cancellation Policy After arrival	<ul style="list-style-type: none"> • There are no refunds of the first 12 weeks' tuition. • Remaining weeks' tuition are refunded on <u>60% prorated basis</u>. • There are no partial week refunds. • Extensions are subject to the 12 week cancellation policy starting on the day of extension. • Authorized Leaves of Absences and documented medical emergencies are compensated by additional days of study equal to time lost, not through refunds. (Note, following a leave of absence, a student must enroll in 4 more weeks of study.)
Reduction in class hours per week.	No refund
FCE/CAE/CPE	Refund policies as above apply. The \$380 book and test fee is not refundable.
CELTA	There is a separate policy for this one month program.
<p>Students who register through travel agents have signed contracts with these agents that may include cancellation penalties, no-refund policies, or home country refund only conditions. ICC will confirm the conditions of agent/student contracts before issuing any refunds.</p> <p>Boalingua, Sprachen, Beratung für Sprachausbildung A+R Frischknecht Cosmolingua and ESL are agencies with their own totally separate refund policies. Students must contact them directly.</p>	

ACCOMODATION REFUNDS

Situation:	Refund Amount:
More than 14 days before accommodation begins	100% minus Accommodation Placement fee.
14 days or less before accommodation begins	100% minus Accommodation Placement fee and one (1) week of accommodation charge.
After 1st day of accommodation stay	Full refund minus 2 weeks or remainder of accommodation charges paid.
<ul style="list-style-type: none"> • All cancellations of accommodations must be in writing. • All changes of accommodations require at least 2 weeks notice. • There is a \$100 processing fee for changing accommodations after arrival. • Every effort is made to issue refunds within 30 days of receipt of the cancellation request. 	