



INTERCULTURAL COMMUNICATIONS COLLEGE

1601 Kapiolani Boulevard, Suite 1000

Honolulu, Hawaii 96814, USA

Email: registrar@icchawaii.edu Website: www.icchawaii.edu

Phone: (808) 946 2445, Fax: (808) 946 2231

Tuition & Accommodation Refund Policy

Effective 1 October 2008

(revised 07/31/08)

TUITION:

Cancellation Before Course Begins:

<u>Circumstance</u>	<u>Refund Amount</u>
Student is denied non-immigrant visa	100% tuition & fees minus SEVIS fee & FEDEX
14 days or more before the course begins	100% tuition & fees minus Registration fee
Less than 14 days before course begins	Tuition & fees minus Registration fee & one (1) week of tuition (prorated)

After Course Begins:

<u>Circumstance</u>	<u>Refund Amount</u>
All study cancellations	No refund for 1 st four (4) weeks of tuition
Student has completed more than 4 weeks at cancellation	Remaining weeks are refunded on a prorated basis and calculated from the last day of attendance (no partial week refunds)
Student reduces the number of study hours per week	No refund
For students whose tuition is paid on their behalf by a third party	3rd party/agent cancellation fees may apply
*Special Programs (CELTA, FCE/CAE, ESP, College Studies)	Separate refund policies apply.

ACCOMMODATIONS:

Cancellation Before Arrival:

<u>Circumstance</u>	<u>Refund Amount</u>
More than 14 days before arrival	100% minus Accommodation Placement fee
14 days or less before arrival	100% minus Accommodation Placement fee and one (1) week of accommodation charge

Cancellation After Arrival:

<u>Circumstance</u>	<u>Refund Amount</u>
After 1 st day of accommodation stay	Full refund minus 2 weeks or remainder of accommodation charges paid



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IMPORTANT NOTES:

1. All cancellations of study or accommodations must be in writing.
2. There is a \$100 processing fee for shortening or canceling study after arrival.
3. For ESP, there is a \$200 shortening or cancellation fee after arrival.
4. There is a \$100 processing fee for changing accommodations after arrival.
5. Every effort is made to issue refunds within 30 days of receipt of the cancellation request.
6. It is understood that 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.
7. Leave of Absence
 - a. An authorized Leave of Absence (LOA) of no more than two weeks may be taken following each 12 week period of study as long as a student's attendance record has been good and the student is not on probation.
 - b. The period taken for an authorized LOA will be added to the end of the student's study, but those weeks will not be refunded if unused for any reason.
 - c. There are no refunds for an unauthorized LOA.
 - d. The period of absence during an unauthorized Leave of Absence will not be added on the end of a student's course of study. Student's on an F-1 student visa and an unauthorized Leave of Absence while remaining in the U.S. will be reported to U.S. Immigration authorities as being out-of-status.
 - e. A Leave of Absence in excess of 2 weeks should be taken outside the U.S. and for no more than 5 months or the student will need to re-apply for a visa.
 - f. Students returning from any LOA must enroll for a minimum of 4 weeks and be paid in full for the first 4 weeks of study following an LOA.
8. Students dismissed for poor attendance will not be refunded for the term in which they are dismissed.