



Cancellation and Refund Clauses for Part-Time Programs

1. Fees are non-refundable.
2. If a student cancels this agreement before his/her originally scheduled start date, all tuition will be refunded.
3. If a student cancels after the first day but before the end of the first week, the school will retain 25% of the total tuition.
4. If a student cancels after the first week of class but before the third week, the school will retain 50% of the tuition.
5. After the student completes 49% of the enrollment period, there is no refund.
6. If withdrawal occurs during a partial week, it will be calculated as one week.
7. The school requires written notification for refund requests.
8. Refunds will be given to the person/organization that paid the school or authorized student representative.
9. Refunds will be issued by check or credit card. Persons requesting refunds via wire transfer must pay \$50 for an international wire fee and \$40 for a domestic wire and submit correct banking information to NYLC.
10. Refunds to payments paid by credit card are subject to a 3% transaction fee.
11. If a student pays by credit card, the refund must be made to the same credit card.
12. All refunds will be made within 45 business days of request date provided all financial information has been provided and is accurate.
13. The school may issue the student a tuition credit valid for one year from issue date, if no refund is legally due.
14. All refunds must be claimed within 6 months from the date of payment.

School Regulations

REJECTION: The school will refund all monies if the applicant is rejected by the school.

TERMINATION BY THE SCHOOL. The school may terminate student for any of the following reasons:

- Non-payment of tuition

- Failure to attend 2 consecutive weeks without notifying the school
- Unsatisfactory conduct in school or in class. This includes, but is not limited to, consumption of drugs or alcohol, harassment, verbal abuse, and any other activity deemed unlawful by current statutes.

ABSENCES: Time absent is not discounted from tuition.

TERMINATION BY THE STUDENT: A student may cancel or terminate this agreement. Refunds will be as stated.

TERMINATION DATE: If a student is absent for more than 2 consecutive weeks, the school can terminate the student unless earlier notice was received. The termination date is the last date of attendance.

CREDIT: Is valid for 6 months only from the last day of attendance. You must begin classes within 6 months of credit issue date.

INSTRUCTION HOUR: An academic hour at NYLC is 50 minutes.

CHANGES IN STARTING DATE: All course schedules are subject to a change in starting date.

Students will be duly notified. The school reserves the right to cancel or withdraw a scheduled course if the number of students is insufficient to make up a complete class.

Students will be given the option of attending in another schedule or at another branch of NYLC, or receive a refund of any monies for instruction not received. The school reserves the right to change an instructor if needed.

1. School fees and tuition payments are not transferable.
2. There shall be no classes if natural disasters or acts of God prevent the school from opening.
3. A fee of \$35 will be charged for returned checks.
4. New York Language Center is not responsible for any loss or theft of personal property on its premises.
5. There are no classes on the following holidays:
 - New Year's Day
 - Easter Sunday
 - Columbus Day
 - Martin Luther King, Jr. Day
 - Memorial Day
 - Thanksgiving – 2 Days

- Presidents' Day
- Independence Day
- Christmas Day
- Good Friday
- Labor Day