



Cancellation and Refund Clauses for Full-Time Programs

For all Students

1. If withdrawal occurs during a partial week, it will be calculated as one week.
2. The school requires written notification for refund requests.
3. Refunds will be given to the person/organization that paid the school or authorized student representative.
4. 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.
5. Refunds to payments paid by credit card are subject to a 3%
6. If a student pays by credit card, the refund must be made to the same credit card.
7. All refunds will be made within 45 business days of request date, provided all financial information has been submitted and is accurate.
8. The school may issue the student a tuition credit if no refund is legally due. Credit must be requested within 6 months of the last day of attendance.

For Students on an I-20 issued by NYLC (F-1)

1. Fees are non-refundable except for mailing fee if no documents were mailed.
2. If a student has applied for an F1 visa and it is denied, all tuition will be refunded. The original I-20 form and letter of denial must be sent to the school within 60 days from the denial letter date.
3. If a student obtains an I-20 form issued by New York Language Center and fails to show up for classes, the student will be charged for 8 weeks tuition at the published non-discounted weekly rate (which is the price of week number 1).
4. If a student obtains an I-20 form issued by New York Language Center and begins classes and discontinues:
 - a) for enrollments of 8 weeks or less, there is no refund.
 - b) for enrollments of more than 8 weeks, if the student drops out within the first 8 weeks,

the school will retain 8 weeks of tuition at the published non-discounted weekly rate (which is the price of week 1) and refund the balance of weeks not attended, as long as the student has not already completed 49% of the enrollment period.

c) for enrollments of more than 8 weeks, if a student discontinues after the 8th week and prior to 49% of the enrollment period, the student will be charged the published non-discounted weekly rate (which is the price for week number 1) for the weeks studied and the balance of the tuition paid will be refunded.

5. After the student completes 49% of the enrollment period, there is no refund.
6. If an F1 student violates attendance probation and is terminated, there is no refund of unused tuition.

For non F1 Students

1. Fees are non-refundable.
2. If a student cancels this agreement at least 15 business days before his/her originally scheduled start date, all tuition will be refunded.
3. If a student cancels this agreement fewer than 15 business days before his/her originally scheduled start date:
 - a) for enrollments of 4 weeks or less, there is no refund.
 - b) for enrollments of more than 4 weeks, the school will retain 4 weeks tuition at the published non-discounted weekly rate (which is the price for week number 1) and refund the balance.
4. If a student begins classes and discontinues:
 - a) for enrollments of 4 weeks or less, there is no refund.
 - b) for enrollments of more than 4 weeks, if a student discontinues within the first 4 weeks and prior to 49% of the enrollment period, the school will retain 4 weeks tuition at the published non-discounted weekly rate (which is the price for week number 1) and refund the balance.
 - c) for enrollments of more than 4 weeks, if a student discontinues after the 4th week and prior to 49% of the enrollment period, the student will be charged the published non-discounted weekly rate (which is the price for week number 1) for the weeks studied and the balance of the tuition paid will be refunded.
5. After the student completes 49% of the enrollment period, there is no refund.

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:

1. Non-payment of tuition
2. Failure to attend 2 consecutive weeks without notifying the school
3. F-1 student that violates attendance policy
4. 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.

PAYMENT OF TUITION: All tuition should be paid before starting classes.

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 the 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.

- School fees and tuition payments are not transferable.
- There shall be no classes if natural disasters or acts of God prevent the school from opening.
- A fee of \$35 will be charged for returned checks.
- An administrative fee of \$75 will be charged to change school branch.
- New York Language Center is not responsible for any loss or theft of personal property on its premises.

COVID-19- Health and Safety

New York Language Center reserves the right to bring in-person classes online, should the State or City of New York deem it not safe to do so in person.

There are no classes on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Thanksgiving 2 Days
- Good Friday
- Easter Sunday
- Memorial Day
- Christmas Day
- Independence Day
- Labor Day Columbus Day