



Professional & Continuing Studies

English Language Institute  
Refund Policy Awareness Form  
[www.qc.cuny.edu/eli](http://www.qc.cuny.edu/eli)

### Full-time Program Refund Policy

#### Fall & Spring Semester

- For withdrawal prior to the placement examination, there is a \$100 nonrefundable fee and a \$25 nonrefundable registration fee.
- For withdrawal after the placement exam and before the first class, students are refunded 90% of tuition.
- For withdrawal during the first week of class, students are refunded 75% of tuition.
- For withdrawal during the second week of class, students are refunded 50% of tuition.
- For withdrawal during the third week of class, students are refunded 25% of tuition.
- For withdrawal after the third week of classes, there is **no** refund granted.
- The \$25 registration fee is non-refundable.

### Full-time Program Refund Policy

#### Summer One & Two Semester

- For withdrawal prior to the placement examination, there is a \$100 nonrefundable fee and a \$25 nonrefundable registration fee.
- For withdrawal on or before the second class, students are refunded 50% of tuition.
- For withdrawal on or before the fourth class, students are refunded 25% of tuition.
- For withdrawal after the fourth class, there is **no** refund granted.
- The \$25 registration fee is non-refundable.

### Part-time Program Refund Policy

#### Fall, Spring & Summer Semester

- For withdrawal prior to the placement examination, students are refunded 90% of tuition.
- For withdrawal prior to the second class, students are refunded 75% of tuition.
- If a student withdraws during or after the second class, there is **no** refund granted.
- The \$25 registration fee is non-refundable.

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All refunds must be requested in writing.

By checking this box, I certify that I have read and understood the above refund policy for both full-time and part-time.

All refunds may take up to four (4) to six (6) weeks. Registration, application and material fees are nonrefundable. **Registering late and non-attendance does not exclude students from refund policy.**

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Print your name

Sign your name

Today's date