

Adams College of English

CANCELLATION AND REFUND POLICY

Student's Right to Cancel

Students have the right to cancel the enrollment agreement and obtain 100 percent refund of the amount paid for total tuition charge, less non-refundable application fee through attendance at the first day of class session, or of the seventh day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation or fills out ACE's Exit Form and submits it to the Department of Administration, at the address of the school, shown on this agreement. The student can also mail, hand deliver, fax, or e-mail the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage.

Cancellation notices are to be addressed to:

Adams College of English
3700 Wilshire Blvd. Suite 985
Los Angeles, CA 90010

Withdrawal from the program/school

The school's refund policy is a pro rata refund for the students **who have completed 60 % or less of the period of attendance**. Students have the right to withdraw from a program at any time after the cancellation period. Before calculating the amount of refund per program, the non-refundable application fee is deducted from the total tuition charge. Then, the remainder is divided by the number of total hours of the enrolled period to calculate the hourly charge. The amount of what the student owes for the total clock hours of instruction completed in a program is determined by multiplying the total clock hours of instruction completed in the program with the hourly charge. The amount of refund is determined by deducting the amount of what the student owes for the total clock hours of instruction completed in the program from the remainder. The school pays refunds within 45 days of a student's cancellation or withdrawal. The amount of refund is determined as the followings;

Formula for Refund Calculation: $R - (H \times T)$

R: Tuition fee excluding non-refundable application fee

H: Hourly charge per program (approximately \$8.611)

T: Total clock hours of instruction completed in a program

REFUND TABLE (Based on Actual Cost of Educational Service):

Program	Tuition (excluding non-refundable application fee)	100 hours completed
ESL	\$1,705 (*Tuition used as sample: may not apply to all students)	\$1,705- (\$8.611 x 100 hrs) = \$843.90 refund amount