

EPI Program Fee Refund Policy

The University does not refund the program fee except in cases where a student must withdraw due to causes beyond his/her control (such as death in the family, a serious illness, etc.). To receive a refund, the student must complete a Refund Request Form (see page 2) within 150 of making application to the program, as no refunds can be issued after 180 days from the date of application. The request will then be considered by the administration within three (3) working days. If the administration approves the request, a refund will be granted as follows:

At the English Programs for Internationals, many of the basic costs of instruction are incurred on and before the first day of classes. When a student is assigned a class level, the size of the class, the gender ratio, and the native language of the students are considered. When a student is assigned to a class, other students cannot be assigned to that class. In addition, an instructor is hired to begin instruction on the first day of classes.

Therefore, all students who register for EPI automatically incur a minimum charge of \$725 in Testing, Placement, and Orientation fees, which will not be refunded in any case. This applies to any number of weeks of attendance and/or variation in course load. In addition, there is a \$25 processing fee. A student who withdraws from EPI after the first day of classes has already occupied a classroom seat that cannot be reassigned. As a result, EPI cannot provide a full refund. EPI has established the following refund deadlines:

Full time:

Withdrawal <u>before</u> the first day of class: -	100% of instruction	=	\$1750
Withdrawal on or before the Friday of week 2 -	90% of instruction	=	\$1575
Withdrawal on or before the Friday of week 3 -	70% of instruction	=	\$1225
Withdrawal on or before the Friday of week 4 -	50% of instruction	=	\$875

2 classes:

Withdrawal <u>before</u> the first day of class: -	100% of instruction	=	\$1180
Withdrawal on or before the Friday of week 2 -	90% of instruction	=	\$1060
Withdrawal on or before the Friday of week 3 -	70% of instruction	=	\$825
Withdrawal on or before the Friday of week 4 -	50% of instruction	=	\$590

1 class

Withdrawal <u>before</u> the first day of class: -	100% of instruction	=	\$575
Withdrawal on or before the Friday of week 2 -	90% of instruction	=	\$520
Withdrawal on or before the Friday of week 3 -	70% of instruction	=	\$400
Withdrawal on or before the Friday of week 4 -	50% of instruction	=	\$285

Refunds for short-term enrollments will be calculated in the same way.

For Office Use

Date Received _____ Date Reviewed _____

Decision: Refund Denied: _____

Refund Granted: _____ Amount to Refund: \$ _____

Reason For This Decision: _____

Associate Director: _____ / Director: _____

English Programs for Internationals
University of South Carolina

Program Fee Refund Request Form

Last Name _____

First Name _____

ID#600-0____-_____

Date _____

Local Address:

Mailing Address for check:

Telephone# _____

Telephone # _____

I have reviewed the EPI refund policy and am requesting a refund of the program fee. The application fees are nonrefundable.

signature

REASON FOR REQUEST: (Note: Your request will be reviewed by the EPI administration within 3 working days of the date on this form and you will be immediately notified of the decision. If you disagree with the decision, you may appeal to the EPI director.)

Receipt# _____ Make check payable to: _____

Check# _____ Bankname _____ Date written _____

Checking account # _____