

## Refund Policy

1. The Enrollment Fee is non-refundable. There are no refunds for services used, like courier fees, accommodation placement fees and credit card fees.
2. All tuition and accommodation fees will be refunded if an F-1 Student Visa is denied, provided that the student gives notice within reasonable time, as per the Oxford International Terms and Conditions, and provides the school with written notification from the US Embassy of this decision prior to the program commencement.
3. No refunds will be issued for time off during public holidays.
4. Charges and refunds for cancellation or shortened courses will be calculated according to this table:

<u>Cancellation Given:</u>	<u>Charges Made:</u>	<u>Refund Given:</u>
Students must give 4 weeks' notice of changes. These weeks are counted as weeks used.		
Student withdraws from their course, in writing, more than 4 weeks prior to the start of the course.	Student will be charged for any services used (such as express mail services).	All remaining fees for unused tuition, materials and services.
Student withdraws from their course, in writing, fewer than 4 weeks prior to the start of the course, but no later than 1:00 PM on the last Friday before the start of the course.	Student will be charged for any services used (such as express mail services, materials fee. Fees for 4 weeks tuition plus a course amendment fee of \$100.	All remaining unused fees for unused tuition, materials and services.
Student doesn't arrive or withdraws after 1:00 PM on the last Friday before the start of the course (courses of up to 4 weeks).	Student will be charged for 4 weeks' tuition in lieu of notice.	No refund.
Student doesn't arrive or withdraws after 1:00 PM on the last Friday before the start of the course (courses of 5 weeks or more).	Student will be charged for 4 weeks' tuition in lieu of notice plus a course amendment fee of \$100	All remaining unused fees for unused tuition, materials and services.
Student shortens or amends course after starting (up to 50% of the course is complete).	Student will be charged for the new course, as requested. The school will reprice the course at the full brochure price for the new course length. Four weeks' fees must be paid in lieu of notice where shorter notice is given plus a course amendment fee of \$100.	All remaining unused fees for materials and services. 60% of the balance of remaining unused tuition fees will be refunded.
Student shortens or amends course after starting (more than 50% of the course is complete).	Student will be charged for the full course.	No refund.

5. Students may cancel accommodations by providing 30 days' notification, in writing. In such cases, all unused accommodation fees will be refunded. If a student cancels their accommodations, in writing, with less than 30 days' notice, all unused accommodation fees will be refunded except for the 30 days' notification period.
6. The accommodation placement fee is non-refundable.
7. The materials fee is non-refundable once a 12-week block has started, and is considered 'a service used'.
8. The Airport Reception fee will be refunded if the student cancels this service, in writing, at least 7 days prior to the scheduled arrival date.
9. There will be a USD 100 administration fee charged for any changes to course or accommodation type or duration, including cancellations.
10. A student will be dismissed from their course and/or accommodations if they violate any local or federal law and/or the Oxford International Rules & Regulations. No refunds will be issued in the case of dismissal.
11. In the event that all fees are not received as a result of items such as bank wire charges, etc., the outstanding fees due will be reduced from tuition fees.
12. Refunds will be issued within 45 days of receiving written notice.
13. If a representative or agent has registered and paid for the student, the refund will be sent to the representative or agent.
14. Otherwise, refunds are normally issued by check. Refunds may be issued by other methods but are subject to a service charge.