



Cultural Center for Language Studies

Fluency in Languages

Cancellation and Refund Policy

Registration is non-refundable.

The student is entitled to a full refund of any tuition monies paid if he or she decides to drop out within 3 (three) business days after his or her first class. Books are refundable provided that they are still in their original packaging and contain no writing or marks.

Students who decide to withdraw from the program have two options:

- 1) **Credit:** Any tuition monies paid will be converted into a credit that may be applied to any course at CCLS NJ. Credit is valid for up to 1 (one) year after the date of withdrawal and will expire if not used.
- 2) **Refund:** Tuition will be refunded to the student or his agent, with whom the course was booked, in the original form of payment, within 30 (thirty) business days of receipt of a request for refund.

Once classes have started, the student agrees to maintain regular attendance and abide by the rules and regulations of the school. Rescheduling due to student illness, early departure, or any other circumstance presented by the student, will be approved or denied at CCLS' discretion.

Should the student fail to notify CCLS that he or she is withdrawing from the program, he or she will be considered enrolled for the duration of the level and liable for the entire cost of tuition and books.

The student is responsible for all the payments of his or her tuition for the duration of this contract unless the school cancels the course.

The estimated conclusion date is based on previous groups and the actual length of the course/level may vary depending upon the performance of the class as a whole. On average, each level has a duration of 70 hours. The student will be required to pay for his or her tuition until the level is completed.

CCLS reserves the right to cancel any course that does not have the minimum of 5 students registered, but will make every effort to accommodate small groups by renegotiating a fair price and/or schedule to maintain the class open.

In the event CCLS cancels a course, the student is entitled to a credit or refund for the remaining classes he or she has already paid for, but he or she agrees not to seek any further compensation. CCLS is not responsible for any homework or any other material left at the school; unclaimed homework will be destroyed, along with the student's file, after 1 (one) year.

In the unlikely event that CCLS cannot offer the desired program, the student is entitled to a full refund and he or she agrees not to seek any further compensation.