

## **Registration and Enrollment**

Students must schedule a registration date with their student advisor before the registration deadline listed on the academic calendar to avoid paying a non-refundable late registration fee. Late registration is available until the 8th week of the quarter. Students who register late are ineligible for installment payment plans, and are subject to same terms of the school's withdrawal and refund policy.

On the registration date, students must:

- Complete and sign the enrollment agreement
- Pay the registration fee
- Pay tuition in full; OR
- If eligible; complete and sign an installment payment plan and make partial tuition payment
- Receive a copy of your signed enrollment agreement and installment payment plan

## **Payment Policy**

Students must either select a payment plan of multiple installments and make a down payment at the time of registration or choose to pay in one installment at the time of registration. Late payments will incur a late fee. Payment plans are only available to students who register by the registration deadline as listed on the academic calendar and who sign a one-year enrollment agreement. Payment plans for one year of enrollment consist of a 30% downpayment plus 8 equal monthly installments. Students enrolled for one quarter are ineligible for payment plans and must pay the quarter tuition in full. Students who fail to make tuition payment at the time of enrollment will not be permitted to attend classes and their enrollment agreement will be canceled. Students who request a refund of tuition prior to the start of classes will have their enrollment agreement canceled, and a refund will be issued less any non-refundable fees and any applicable cancellation fees.

## **Payment Methods**

IIFA accepts the following payment methods: cash, check, credit card, and debit card. Online payment options are available. Please contact the school office for assistance. A fee will be charged for rejected/insufficient funds payments.

## **Financial Obligation**

Students who fail to make timely payments to IIFA, or whose payments are rejected or otherwise unable to be deposited by IIFA, may be subject to dismissal from the school. Failure to make installment payments on time will result in ineligibility for any future installment plans. IIFA will not issue Certificates of Completion or official transcripts to students until they have met all of their financial obligations to IIFA.

## **Delinquent Accounts**

Students with a delinquent account balance will be notified by the school, and payment will be due immediately upon receipt of the notice. If a student fails to pay their balance their account may be referred to a collection agency, and a hold will be placed on their account which will prevent any future registration, transcript receipt, or certificate of completion receipt. The hold on the account will be lifted once the student has paid off their balance in full. Late payments will be charged an additional late fee.

## **Withdrawal Procedure**

Students may withdraw from courses and receive a "W" on their report card. To properly withdraw, students must notify their student advisor as soon as they decide to withdraw and submit a complete and signed Withdrawal Request Form to the school. All written withdrawal requests must be at a

minimum include the expected last date of attendance, and be signed and dated by the student. Refund eligibility for authorized withdrawals is determined by the date the withdrawal request is received by the school. Students who do not submit a written request and stop attending classes will receive an “F” on their report card.

### **Unauthorized Withdrawal**

A student’s absence for ten (10) consecutive days without notice to the school will be considered an unauthorized withdrawal and the student will not be eligible for a refund of tuition. Additionally, students who do not submit a Withdrawal Request Form and stop attending classes will receive an “F” on their report card.

### **Dismissal**

The school reserves the right to dismiss any students whose conduct or attendance does not meet attendance or behavioral standards. Students will be dismissed if they:

- Fail to maintain 70% attendance;
- Continuously engage in conduct that is disruptive to the learning environment; OR
- Fail to pay tuition and/or fees by their applicable due dates as agreed.

Students may receive up to (2) two written warnings before the dismissal procedure is implemented, except in cases where immediate dismissal is deemed necessary. A revised tuition charge, or refund if applicable, will be calculated. Students who are dismissed due to disciplinary action or violation of local, state, or federal laws will not receive a refund of tuition. Students must pay any tuition owed to the school at the time of dismissal. Students dismissed for academic or attendance reasons may reapply for enrollment.

### **Canceled Classes**

The school reserves the right to cancel or postpone any course due to low or insufficient enrollment. When this occurs, the school will attempt to notify students before the first class meeting, and any applicable refunds will be mailed or given personally to the students.

## **Cancellation and Refund Policy**

### **Student’s Right to Cancel**

The student has the right to cancel the initial enrollment agreement within three (3) business days after the enrollment agreement was executed. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all money paid to date, less non-refundable fees within (30) days of cancellation. To request cancellation, students must submit a complete and signed Enrollment Cancellation Form to the school.

### **Refund Policy**

A student who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement, and before the first day of class is entitled to a refund of all money paid, excluding any non-refundable fees.

A student requesting cancellation more than three (3) business days after executing the enrollment agreement and making an initial payment, but before the first day of class is entitled to a refund of all money paid, excluding any non-refundable fees, and less a cancellation fee of \$600.

A student who withdraws from a course after the commencement of classes will have their refund calculated according to the table below. No refunds will be given after the 8th week of the term.

**For the purpose of refund calculation, a week shall be considered completed if a student has attended/been marked present one (1) day of class during a given week.** (Ex. A student who attends one (1) class on Monday of “Week 8” and requests a withdrawal on Wednesday will no longer be eligible for a refund as the week will be considered completed. The week of withdrawal will then default to “Week 9” where no refund is applicable.)

**Refund eligibility for authorized withdrawals will be determined by the date a complete and signed Withdrawal Request Form is received by the school from the student or the student’s legal guardian.** Transfer forms from other institutes or third party notices are not acceptable for authorized withdrawal. **All withdrawal requests must at minimum contain the student’s name, date, signature, and expected last date of attendance.**

*All refunds are calculated based on the full tuition cost, regardless of the existence of any installment payment plan.*

Week of Withdrawal (10 week program)	Tuition Refund Percentage
Weeks 1	75% of tuition cost
Weeks 2 - 4	50% of tuition cost
After Week 4	No refund

Week of Withdrawal (30 week program)	Tuition Refund Percentage
Weeks 1 - 3	75% of tuition cost
Weeks 4 - 12	50% of tuition cost
After Week 12	No refund

**Example Refund Calculation Table\***

*30 week program		Installment payment	Full Payment
Total Tuition		\$5460	
Tuition Paid		\$4000	\$5460
Tuition Balance		\$1460	0
Week	Refund Percentage	(Total Tuition amount X Refund Percentage ÷ 100) - Tuition Balance	Total Tuition amount X Refund Percentage ÷ 100
1-3	75%	\$2635	\$4095
4-12	50%	\$1270	\$2730
After 12	0	-\$1460	0

\* Negative amount shows balance is owed to the school before withdrawal.

## **Timely Refunds**

Refunds shall be paid within thirty (30) days after the effective date of dismissal or withdrawal, which shall be considered as the date on which the written and signed dismissal or withdrawal form was officially received or accepted by a school official.

## **Annual Vacation**

F-1 students may take an annual vacation for one (1) quarter if they meet the eligibility requirements and receive authorization from their DSO. M-1 students are not eligible for annual vacation.

To be eligible for annual vacation, F-1 students must:

- Complete three (3) consecutive quarters of full-time enrollment
- Be in good academic standing at the time of request by maintaining an attendance of at least 70% and a GPA of at least 2.0
- Intend to enroll full-time once their annual vacation has ended
- Meet all outstanding financial obligations to the school
- Not have worked on-campus more than 20 hours per week during either of the three (3) prior consecutive quarters
- Not be in the final quarter of a full-time program of study

Please note that students in the process of changing visa status to F-1 are not eligible for annual vacation until they have received change of status approval and met all above eligibility requirements.

To request authorization for annual vacation, students must meet with their DSO and complete the Annual Vacation Request form. The DSO will confirm eligibility, and will also sign the student's Form I-20 if the student intends to travel outside of the U.S. during their vacation.

**It is important to meet with your DSO to check the expiration date of your I-20 before traveling outside the United States during your vacation. Traveling with an expired or soon to be expiring I-20 may prevent you from re-entering the United States.**

During annual vacation, students may do the following:

- Work on-campus more than 20 hours per week
- Travel outside the United States, within the United States, or both

**Note:** Annual vacation is an optional benefit and unused vacation time does not accumulate, and you cannot take two vacation quarters in one academic year. After taking your vacation, you will be eligible again for annual vacation after completing another three (3) full-time quarters.