



Spring Institute for Intercultural Learning Refund Policy

Applicants who withdraw from a Spring Institute instructional program will be entitled to a financial refund according to the following criteria:

1. Application fees are non-refundable.
2. No refund is provided to applicants after 50% or more of the program course has been completed.
3. Applicants will receive a payment refund, pro-rated according to a percentage of the time remaining in the program, up to the time that 50% of the program has been completed. A fee of 10% from this pro-rated refund amount will be retained by Spring Institute.

Au Pair Program: American Culture for Au Pairs:

Each course is 36 hours of classroom time

No refunds will be given after 18 hours

There is no registration fee for this course

Refund Due Dates:

1. If an applicant does not begin the program (no-show), or cancels prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For enrolled students, all refunds due are calculated using the last date of attendance and are paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date on which the student provides Spring Institute written or verbal notice of withdrawal, or the date on which Spring Institute terminates the student's program.

Rejection or Cancellation:

1. If a program is cancelled by the Spring Institute before the start of scheduled classes, all tuition paid and the application fee will be refunded at 100%.
2. If an applicant is rejected for enrollment by the Spring Institute or is rejected by the U. S. State Department, the Spring Institute will refund 100% of tuition paid.
3. If an applicant accepted by Spring Institute cancels prior to the start of scheduled classes or never attends class (no show), the Spring Institute will refund 100% of tuition paid.

Attendance and Leave of Absence

1. If a student does not abide by the rules of attendance for a Spring Institute program and is absent more than the days designated by the instructional plan, he/she will be terminated from the program and the pro-rata refund schedule will be applied, through completion of 50% of the program. The refund will be calculated using the student's last date of attendance and will be made within thirty (30) calendar days. After 50% of the program is completed, Spring Institute will retain the entire tuition payment. An attendance policy is available from the Spring Institute.
2. If a student is granted a Leave of Absence for a designated number of days during the program and fails to return after such time, he/she will be terminated from the program and the pro-rata schedule for a refund will be applied. (Pro-rata refunds are applicable to the number of weeks attended, through completion of 50% of the program). After 50% of the instructional period is completed, Spring Institute will retain the entire tuition fee paid.