

ALC Cancellation, Refund, and Transfer Request Form

Please print clearly

Student Name

Family Name: _____ First Name: _____ Middle: _____
Initial

Date of Birth (Month/Day/Year): _____ Student ID Number: _____

If Applicable, Agency Name: _____

Address to Send Refund: _____

Email Address: _____ Phone Number: _____

- Current Program: AIEP (Academic Intensive English Program)
 IECP (Intensive English Communication Program)
 ACC Course (American Culture and Communication Course—mornings only)

I Am Requesting a: Cancellation from the Following Program:

- AIEP start date: _____
 IECP start date: _____
 ACC Course start date: _____

Transfer to the Following Program (a New Application Form is Required):

- AIEP start date: _____
 IECP start date: _____
 ACC Course start date: _____

Reason for Request:

I have read and agree to accept the ALC Cancellation, Refund, and Transfer policy (see following page):

Student Signature: _____ Date (Month/Day/Year): _____

For administrative use only

Refund: _____ Program & SS fees: _____ Program fee: _____ Other: _____

Additional Fees: _____ Transfer Fee: _____ Other: _____

Approved by 1) _____ 2) _____

Denied _____ Date (Month/Day/Year): _____

American Language Center Cancellation, Refund, and Transfer Policy

All cancellation, refund, and transfer requests must be submitted on an ALC "Cancellation, Refund, and Transfer Request Form" and are subject to approval by American Language Center (ALC) management.

If payment was made by credit card, in most instances, a credit will appear on the same credit card used (allow 3-5 weeks for processing).

If payment was made by check, cash, or bank wire transfer, a refund check will be issued (allow 6-8 weeks for processing). There is a \$30 processing fee for each refund, and this fee is subject to change.

A. Nonrefundable Application Fee

- The American Language Center's (ALC) program application and housing assistance fees are non-refundable.

B. Cancelling Programs

1. Before Starting the Program:

- Students who cancel prior to start date must submit a "Cancellation, Refund, and Transfer Request Form" If we receive a request after the deadlines above, the student will not receive a refund. Representative/Agency will be responsible for paying student's outstanding fees if the cancellation form is not submitted by the above deadline.

2. After Starting the Program:

- Students who begin the program may request a refund for the Program Fee only by Friday of the first week. The Student Services Fee is not refundable. No refund will be granted after the first week of the program.

C. Deferring Programs to a Later Session

- In order to defer programs, students must submit a "Cancellation, Refund, and Transfer Request Form" on or before the Friday of the first week of the program. A new application must be submitted with a new program start date; supplemental application materials may also be required. If all required documents are submitted, ALC can transfer the original payment to an available future program. A \$125 program transfer fee may be collected if a deferral request is received after the program start date.

D. Transferring from One ALC Program to Another ALC Program

- All transfers between ALC programs within the same quarter must be requested using the "Cancellation, Refund, and Transfer Request Form" and approved by the Program Director or Academic Advisor before the first Friday of the program. Approval of a transfer will depend on enrollment availability. If approved, there will be a transfer fee of \$125. The transfer fee, program fee, and student services fee are due at the time of the new enrollment. A new ALC enrollment application must be completed, and payment for the new program must be submitted. supplemental application materials may also be required. If all required documents are submitted, ALC can transfer the original payment to an available future program. A \$125 program transfer fee may be collected if a deferral request is received after the program start date.

E. Transferring to Another School

- If you plan to transfer to another school after completing an ALC program, please contact the UCLA Extension International Student Office: iso@uclaextension.edu.

Questions?

alcenroll@uclaextension.edu

(310) 794-3251