

Refund Policy

1. Registration Fee

The registration fee of \$20 is required at the time of enrollment. This fee is non-refundable and is not credited toward tuition.

2. Fall and Spring Semesters

Each semester consists of 15 instructional sessions (2.5 hours per session), with total tuition of \$425. Refunds of tuition (excluding the registration fee) will be issued according to the following schedule:

- Withdrawal prior to the first scheduled session: 100% refund
- Withdrawal after the first session: 90% refund
- Withdrawal after to the second session: 70% refund
- Withdrawal after to the third session: 40% refund
- Withdrawal after to the fourth session or thereafter: no refund

3. Summer Semester

The summer semester consists of 6 instructional sessions (2.5 hours per session), with total tuition of \$180.

Refunds of tuition (excluding the registration fee) will be issued according to the following schedule:

- Withdrawal prior to the first scheduled session: 100% refund
- Withdrawal after the first session: 70% refund
- Withdrawal after to the second session: 40% refund
- Withdrawal after to the third session or thereafter: no refund

4. Withdrawal Procedure

All withdrawal requests must be submitted in writing (e-mail is accepted). The effective date of withdrawal is the date on which written notice is received.

5. Attendance and Missed Sessions

Tuition is applied for the full instructional term. No refunds, credits, or fee reductions will be granted for missed classes or partial attendance. Make-up sessions, if offered, are provided at the discretion of the school and are not guaranteed.

6. Course Cancellation

The school reserves the right to cancel any course due to insufficient enrollment or other administrative considerations. In such cases, a full refund of tuition and registration fees will be issued.

7. Exceptional Circumstances

In cases involving serious illness, relocation, or other significant unforeseen events, requests for partial refunds are reviewed on a case-by-case basis. Supporting documentation is required. Approval of such requests is at the sole discretion of the school administration.