

# ADMISSION POLICY

## 1. BOOKING PROCESS:

1. Fill out the pre-enrollment application form which is downloadable from our website or fill out the on-line application form.
2. E-mail (info@cpchawaii.edu) or fax (1-808-791-7804) the application form with the following documents:
  - A copy of your passport (photo page).
  - The minimum balance of your bank statement needs to be over \$20,532. The bank statement must be in English and also submitted no later than 3 months prior to the date of the I-20 issuance. \$20,352 is the total cost of living expenses and tuition fees in order to study at CPC. If said student does not have enough money on their bank statement (and are therefore ineligible to attain student status for a full year) they may instead study in the program for whatever length of time their actual funds make them eligible for.
  - A housing application form if student needs housing service, such as Condominium Residence (Shared Condo) or homestay from SSA (Student Service America).
3. Our admissions office will e-mail the gross & net invoice.
4. Please make the initial payment or full payment using the credit card form attached.
5. As soon as the initial or full payment is confirmed, we will issue an I-20, an acceptance letter and I-901 (if SEVIS fee receipt is requested) and send them to students by FedEx. We will also inform you of the tracking number.
6. Please apply for a student VISA at the U.S. Embassy in your country.
7. Once a student obtains an F1 Visa and books his/her flight, immediately send the following information: Arrival date, Arrival time, Airline, Flight number
8. We will send the final confirmation which has information about CPC's new student orientation on the first day of school.
9. Please pay the balance before student's arrival.

## 2. 2020 CPC REFUND POLICY

### Cancellation Before Classes Begin or Non-show

If a student cancels before attending classes and have not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500.

Refunds will be paid either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

### Students Denied Visa/Entry

A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

### Withdrawal or Termination After Classes Begin

See "REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)" below.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated based on the last date of attendance.

### REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)

#### 1 - 4 Week(s)

- 100% of tuition will be refunded for cancellation before the first day of instruction.
- No refund after the 1st day of instruction.

#### 5 - 14 Week(s)

- 100% of tuition will be refunded for cancellation before the first day of instruction.
- The first four weeks of charges will be retained for cancellations within the first four weeks of enrollment.
- For students who withdraw after the first four weeks but before or at the midpoint of the program, a prorated amount of tuition plus ten percent (10%) of the unearned tuition for the period of program that was not completed will be retained and the rest of the amount will be refunded.
- Students who withdraw after the midpoint of the program will not be given a refund.

### **15+ Weeks**

- 100% of tuition will be refunded with cancellation before the 1st day of instruction.
- For students who withdraw before or at the midpoint of the program, a prorated amount of tuition plus ten percent (10%) of the unearned tuition for the period of program that was not completed will be retained and the rest of the amount will be refunded.
- Students who withdraw after the midpoint of the program will not be given a refund.

### **3. 2020 STUDENT SERVICE AMERICA REFUND POLICY**

\* The housing services are offered by Student Service America for CPC students.

#### **BEFORE A STUDENT MOVES IN:**

You have the right to withdraw your housing application at any time. A withdraw can take place by written notice provided by you to Student Service America Inc.

#### **STUDENT'S RIGHT TO CANCEL:**

You have the right to cancel your housing application form and obtain a refund of charges if notice of cancellation is made 30 days before your scheduled move in date. You must indicate your request to cancel and obtain a refund by submitting a letter to the address listed on your housing application form.

#### **REFUND POLICY**

You shall be refunded 100% of the amount paid to Student Service America. If notice of cancellation is made more than 30 days before your scheduled move in date.

If you cancel after the 30 days deadline, then the \$270/\$300 placement fee will not be refunded.

The housing agreement is a periodic rental agreement. There is no refund or cancellation of the rental agreement after moving into housing.

If a student requests a Homestay shared room, the student **MUST** apply with another person.

An applicant must agree that he/ she will forfeit the remaining balance of any rent payment (up to 30 days), as well as incur a cancellation fee of \$270/\$300, if he/ she cancels the housing tenancy less than 30 days before the occupancy date as listed above.

If you change the check-in date after 30 days deadline, additional \$270/\$300 re-placement fee will be charged.

If you cancel less than 72 hours before the scheduled arrival time, we will not refund any payments. However, if you apply for more than 4 weeks, we will charge 4 weeks worth of rent, and the balance will be refunded.

Under Hawaii law, if you move out after moving in, no refund will be issued.

In order to obtain a refund, you must fill out a notice of refund within 6 months of your cancellation or withdrawal. If request for a refund or credit has not been completed within 6 months, it will no longer be available. All refunds as determined above will be paid within 30 days after the notice of refund from has been accepted, according to our cancellation or moving out policy.

#### **AIRPORT PICKUP**

You shall be refunded 100% of the amount paid for Student Service America. If notice of cancellation is made more than 72 hours before your scheduled airport pickup. If you cancel after the above cancellation deadline, no refund will be issued.

If your booking was facilitated by an authorized our overseas agent, the processing of any applicable refund may be governed by the contractual agreement between Student Service America and the agent. You are advised to consult with your agent prior to entering into this enrollment agreement should you have any questions.