

REFUND POLICY

1. All tuition payments must be paid in full before starting classes. However, at the student's request refundable fees can be applied to future courses/classes. After a student chooses his/her tuition payments, s/he cannot revert to the previous number of weeks paid.
2. If the institution cancels the student's program of study and/or denied admission subsequent to a student's enrollment, Zoni will refund all monies paid by the student, except for non-refundable charges.
3. Registration fee and Housing Fee are non-refundable and non-transferable.
4. Mail and/or courier fees are refundable only if admissions/enrollment related documents were not mailed by the school.
5. Prorated tuition refunds will be calculated on a weekly basis.
6. If the student attends classes even for one day of the week, the school will count that day as a whole week for the purpose of calculating tuition refunds.
7. All refunds will be made within 45 calendar days.
8. Refunds will be made only to the person, company or agency that paid the school. If the student paid for a program through an agency, s/he must apply directly to that agency for a refund.
9. All refunds will be made in the form of a check. However, if school related fees were paid by credit card, then the school will remit refund funds to the original credit card used for payment. If school related fees were paid by wire transfer, then the school will remit funds to the bank account from which payment originated and wire transfer refunds incur a \$40 charge.
10. If a student would like the school to remit refund funds to a person other than the student, he/she must provide a letter authorizing Zoni Language Centers to make check payable to the person assigned by the student. A valid proof of identification must be presented by assignee when claiming check. *This is only applicable to tuition payments made by cash or check.*
11. If a student never attends class (no-show) or cancels the enrollment prior to the class start date the student will receive a full refund of all monies paid, except for non-refundable charges.
12. If a student who enters the United States on an I-20 form obtained through the school, and subsequently cancels prior to the start of scheduled classes or never attends class (no-show), fails to enter, withdraws before starting class, or transfers to another institution before starting their program, the school will retain:
13. the equivalent of four weeks of payment at the non-discounted rate for a payment of less than 12 weeks, all actual housing costs incurred by the school, and all non-refundable school fees.

14. the equivalent of six weeks of payment at the non-discounted rate for a payment of 12 weeks or more, all actual housing costs incurred by the school, and all non-refundable school fees.
15. If student has started classes, the tuition payment will be reimbursed according to the following criteria:
16. Tuition payments for four weeks or less: Tuition payment is not refundable, not transferable and student is no eligible to make up any lost class time.
17. Tuition payments for more than four weeks:
18. If a student withdraws within the first four weeks after starting classes, the school will retain the amount equivalent to four weeks of payment at the non-discounted rate and will refund remaining balance to student.
19. If a student withdraws after the first four weeks of attending classes he/she will not be eligible for any tuition refund. The school will retain all tuition charges.
20. No refunds will be made if the school terminates student's program due to any violation of Zoni's attendance policies, disciplinary rules, or federal, state or local laws.
21. Refund requests meeting any of the above criteria must be made in writing by sending an email to Refunds@zoni.edu. Student can also complete the Refund Request Form in school and submit it to the School Manager.