

Additional Notes for Counselor

Acknowledgment

Requests for refunds must be made in writing.

Telephone requests will not be accepted. Written requests mailed in or made in person are the only acceptable procedures. The amount of the refund will be determined either by the date a written request is received in person by the office, or according to the postmark on the envelope the request is mailed in. The registration fee is not refundable.

Every student has to attend at least 80% of the class session and recommended by course instructor, in order to qualify for a free repeat.

Refund Rules

Refund Rules will be calculated on the basis of the last day of attendance. A reduction in credit hour registration may cause either a reduction or loss of financial aid. A student may withdraw his or her course registration without tuition penalty prior to the first class session at the beginning of each semester. The last date of attendance determines the amount of the refund remitted in accordance with the following tuition refund schedule.

The first day of classes shall be considered the first day of the semester, and the Saturday of the week shall be deemed the end of the first week for refund purposes. Thereafter, Sunday is considered the first and Saturday the last day of the week. The registration fees are non-refundable.

The registration fees are non-refundable:

\$150 for INTERNATIONAL STUDENT I-20 PROCESSING.

\$100 for MCSE, Oracle DBA, ESL,VISUAL BASIC, MS-SQL, MEDICAL BILLING & CODING PACKAGE, JAVA, UNIX, LINUX, CKECKPOINT, SECURITY+, CISCO(CCNA, CCNP, CCIE), WEB DEVELOPMENT, PROGRAMMING, WEBMASTER, GRAPHIC DESIGN, MOUS, AND COMBINATION PACKAGE. **(CLASS FOR MORE THAN 25HRS)**

\$50 for KEYBOARDING, OPERATING SYSTEM, A+PC, NETWORK+, OFFICE XP(INDIVIDUAL COURSE), INTERNET COURSE, QUICKBOOK, ACCOUNTING, MEDICAL BILLING OR CODING, BASIC COMPUTER SKILL. **(CLASS FOR LESS THAN 25 HRS)**

PRO-RATA REFUND RULES FOR COURSES LONGER THAN 6 WEEKS INCLUDING COMBINATION PACKAGE

1. Withdrawal before the first meeting of the course, 100% of tuition.
2. Withdrawal before the second meeting of the course, 80% of tuition
3. Withdrawal before the third meeting of the course, 50% of tuition
4. Once the third class begins, no refund or tuition credit will be granted for any reason whatsoever
5. Non-attendance of class(es) does not exclude the student from the rules of this policy

PRO-RATA REFUND RULES FOR 2-6 WEEKS COURSES

1. Withdrawal before the first meeting of the course, 100% of tuition
2. Withdrawal before the second meeting of the course, 50% of tuition
4. Once the second class begins, no refund or tuition credit will be granted for any reason whatsoever
5. Non-attendance of class(es) does not exclude the student from the rules of this policy

PRO-RATA REFUND RULES FOR LESS THAN 2 WEEKS COURSES

1. Withdrawal before the first meeting of the course, 90% of tuition
2. Once the first class begins, no refund or tuition credit will be granted for any reason whatsoever

I have read and understood all courses I will be taking at Infoserve Technology Corporation, payment terms and the refund/cancellation policy that I have to abide by. All guarantees are honored only when all conditions are met. Infoserve reserve all rights to change the course schedule. All discounts are conditional and valid only for multiple class enrollments and upon full completion of the courses.

ACCEPTED BY:

Signature of Student

Counselor's Signature

Date

Date