

Withdrawal from Courses, Dismissal, and Canceled Class

IEC allows student withdrawal from courses. Students must submit a formal written request and present it to the Director of Education in person. Simply ceasing to attend classes or notifying only the course instructor does not constitute an authorized withdrawal.

IEC reserves the rights to dismiss any students whose conduct or attendance does not meet IEC's requirements or the Student Code of Conduct (See Student Handbook). Students will be dismissed if he/she has been absent from more than 30% of the required classes in the applied courses (10% for International F1 Students), or has been involved in conduct disruptive to the education process or to the school property, or has not made tuition payments as agreed. The dismissal procedure is implemented after the second note written by the instructor and includes the following steps:

- An Exit interview will be conducted by the Director of Education;
- A revised tuition charge or refund based on the student's last date of attendance (excluding the application-registration fee) is calculated according to the schedule noted in the Refund Policy below.

Buyer's Right to Cancel:

A student has the right to cancel the initial agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Refund Policy:

When a student gives written notice of cancellation, IEC will provide a refund according to:

- a) When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application- registration fees, tuition, and any other charges will be refunded to the student;
- b) When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance , the school may retain no more than the application- registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
- c) When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school will retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges, or \$300, whichever is less. IEC will refund any textbook or materials fees when such materials are returned to the school unmarked and the student has provided the school with a notice of cancellation;
- d) When a student has completed in excess of 5% of the course of instruction the school will retain the application-registration fee but shall refund a part of the tuition and other instructional charges;
- e) The school may retain an amount computed pro-rata by the number of days in attendance plus 10% of tuition and other instructional charges up to completion of 60% of the course of

instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges;

- f) A student who, on personal initiative and without solicitation enrolls, begins, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section;
- g) Application-registration fees will be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less;
- h) Deposits or down payments will become part of the tuition;
- i) The school will mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmarked date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days;
- j) All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation;
- k) A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance;
- l) The school will refund all monies paid to it in any of the following circumstances: the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin; the school cancels or discontinues the course of instruction in which the student has enrolled; the school fails to conduct classes on days or times scheduled, detrimentally affecting the student;
- m) Applicants not accepted by the school will receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.