



# Request for Withdrawal or Transfer

Date: \_\_\_\_\_ CESL Number: \_\_\_\_\_  
 Refund \_\_\_\_\_ Deferral \_\_\_\_\_

See the following pages for an explanation of the policy.

Program: IEP, EVE, Nogales, TEP, IUAP, TEFL

Student Name: \_\_\_\_\_ Immigration Status? \_\_\_\_ F-1/F-2 \_\_\_\_ J-1/J-2 \_\_\_\_ PR/USA

Local Address: \_\_\_\_\_ ZIP: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Course: \_\_\_\_\_ Current Session: \_\_\_\_\_

Please use the space below to explain why you need to withdraw or transfer and defer or refund tuition to a future course. There will be no refunds or deferrals for partial payments. Sponsored students must have the approval of their sponsor before we can withdraw or transfer them.

If you have entered the USA with a CESL I-20 and wish to withdraw before attending CESL there is a \$500.00 withdrawal and transfer processing fee payable by cash, money order, or credit card only. If you plan to transfer to another school, CESL will transfer you to the new school when payment has been made, and an admission letter and transfer form from the new school has been received. We cannot withdraw or transfer any student until all outstanding bills are paid in full. Students may be ineligible to transfer to another school in status with immigration.

Signature of the Student \_\_\_\_\_ Date \_\_\_\_\_ Coordinator Initials \_\_\_\_\_

Admissions Office Signature \_\_\_\_\_ Date \_\_\_\_\_

### CREDIT CARD AUTHORIZATION FORM

I hereby authorize The University of Arizona to charge the total payment above (US) to my credit card. There is a \$40.00 processing fee for denied credit cards.

\_\_\_ MASTERCARD \_\_\_ VISA or American Express CID # \_\_\_\_\_ Card # \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_

Card holder name (Please print) \_\_\_\_\_ Card holder Signature: \_\_\_\_\_

Billing Address \_\_\_\_\_ Telephone \_\_\_\_\_ Email address \_\_\_\_\_

If you are paying by credit card, and wish to expedite your application, you may fax 520-621-9180, or email your completed application documents [cesl@email.arizona.edu](mailto:cesl@email.arizona.edu).

**Office Use Only:**

<i>Date Received</i>	<i>Copy of ticket home; return CESL id card</i>	<i>Withdrawn from CESL database: adm &amp; place notify CESL staff list</i>	<i>Terminated in SEVIS</i>	<i>Sent to Accounts Payable</i>
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# Refund or Deferral Policy

To receive a refund or deferral, students must officially withdraw. Students with an F-1/F-3/J-1 visa must go to CESL Room 101, show a ticket to leave the country, and then must **leave the USA immediately**.

The application fee is **not refundable, transferable, or deferrable**.  
 All fees (student services, health and tech, program and book fees) are **neither refundable nor deferrable**.  
 There are **no** refunds or deferrals for **partial payments**.  
 There are **no** refunds for skill intensive workshops or customized courses.

A. **Tuition Refunds.** Students who officially withdraw from CESL will receive a partial refund on tuition according to the schedule listed below. There are **no refunds** after the first week of classes of the current session. Tuition prepaid for future sessions may be refunded up to 90%.

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|---|-----------|
| i. Withdrawing before the first day of class        | 90%       |
| ii. Withdrawing on the 1 <sup>st</sup> day of class | 50%       |
| iii. Withdrawing in the first week                  | 50%       |
| iv. Withdrawing after the 1st week                  | NO REFUND |

Students sent by agency consultants who withdraw may incur a deduction from any refund equal to any current or future commission rates paid.

Students who do not report, register or attend by the end of the first week of class will forfeit prepaid tuition and fees.

- B. **Tuition Deferrals.** Students withdrawing or changing programs prior to the end of the first week of class may defer 100% of tuition toward current or next session programs. TEFL students may defer tuition until the next TEFL program within one year. Any funds not deferred will be refunded at 90%. Deferrals not used by the following session will be forfeited.
- C. **Transfer/Withdrawal.** Students withdrawing from the program prior to the start date or transferring to a new school without attending CESL will be subject to a \$500 processing fee.

Exceptions (Subject to approval of the CESL Director):

- Students who are denied a visa for study at CESL will receive a 100% refund of **tuition only**. The application fee is non-refundable. Documentation of the denial must be submitted from the US Embassy/Consulate and the I-20 returned to CESL to receive the refund.
- If a course is canceled due to lack of enrollment, students have the option to transfer to another class, or all tuition and fees will automatically be deferred without penalty to the next session. To withdraw without penalty, the student must complete the withdrawal form by the end of week 2.
- Students who must withdraw from class due to a documented health reason may defer 50% of the tuition remaining towards future study within one year. F-1 students must return home immediately. Students must reapply with CESL and receive a new I-20 and visa to resume studies. Such students are not eligible for the "CESL Returning Student discount."
- For students who enter the USA with the CESL I-20 and request a transfer before the beginning of their first session, there is a \$500.00 transfer fee. Students who transfer before the completion of their first session are not eligible for tuition deferrals or future alumni or returning student promotional discounts.
- Students who withdraw from tutoring prior to the second tutoring session may receive 90% refund of tutoring tuition.

**Refund Policy** Refunds are limited; CESL gives no refunds except in documented, extenuating circumstances. All refunds must be approved by the program administrator. If a refund is granted, CESL fees (including application fee) are non refundable. If payment was made by cash or check, refunds are processed through the University accounts payable system. Note that this process can take 4-6 weeks. Credit card refunds are processed directly by CESL via credit back to the card that was used for payment. Classes cancelled by CESL will be refunded in full with the original receipt.