



Latin America Studies Institute

737 Melon Terrace Apt C

Philadelphia, PA 19123

267-639-2977

www.latinamericalanguageinstitute.com

PAYMENT POLICIES AND PROCEDURES

PAYMENT:

1. All prices listed are per student.
2. Full payment of tuition is due 72 hours before the first day of classes.
3. Packages of less than 12 classes will be charged at the "per class" rate. There are NO "per class rate" classes for groups greater than 6.
4. Prices do NOT include mandatory course materials.
5. Acceptable forms of payment are: personal checks made payable to "Latin America Studies Institute"; credit cards via PayPal or cash.

SPECIAL FEES:

1. PayPal: Payments incur a fee of 2.9% + \$0.30.
2. Returned checks: All checks returned for insufficient funds or any other reason will incur a fee of \$30.
3. Travel: Travel outside of Philadelphia city limits incurs a travel fee of \$0.50 per mile.

EXPIRATION OF PACKAGES: All packages expire according to the following scale:

- Package of 36 classes: Expire one year after date of purchase.
- Package of 24 classes: Expire eight months after date of purchase.
- Package of 12 classes: Expire four months after date of purchase.
- Individual or "per class rate" classes: Expire 2 months after date of purchase.

REFUNDS AND RESCHEDULING:

If a student cancels or withdraws from the course notification must be submitted in writing:

- *One week before classes begin or earlier:* 100% refund minus \$25 processing fee (a 2.9% + \$0.30 processing fee will also be deducted if using PayPal).
- *3-6 days prior to start of classes:* 75% refund minus \$25 processing fee (a 2.9% + \$0.30 processing fee will also be deducted if using PayPal).
- *1-2 days prior to start of classes:* 50% refund minus \$25 processing fee (a 2.9% + \$0.30 processing fee will also be deducted if using PayPal).
- *The day of the start of classes:* 40% refund minus \$25 processing fee (a 2.9% + \$0.30 processing fee will also be deducted if using PayPal).
- *The day after the start of classes:* No refunds permitted.

All refunds will be remitted **payable to the student** (not the payer) in the form of a check from the Latin America Studies Institute.

If a student must reschedule:

- It is student's responsibility to contact the instructor or program director at least 24 hours in advance of class meeting time or by 4:00pm the day before, whichever is sooner. Cancellation of classes after 4:00pm will be considered to have been cancelled the following business day. Cancellation of classes after 4:00pm on Fridays, Saturdays or Sundays will be considered to have been cancelled the following Monday.

If an instructor must cancel or reschedule:

- The student MUST be notified by the instructor at least 24 hours in advance of class meeting time or by 4:00pm the day before, whichever is sooner. In the event that the student is not notified, the student will receive a refund for the missed class. Either a substitute instructor will be provided in order to keep the class appointment or the class will be rescheduled without any penalty for the student as per the preference of the student.

I have read, understand and will abide by all of Latin America Studies Institute's payment policies and procedures.

Name

Date

Signature

Date