

Yale-China Chinese Language Centre (CUHK-CLC)
Refund Policy for Regular Programmes

General guidelines

- The refund policies apply to ALL students (new and re-enrolling students) in the Regular Programmes.
- STRICTLY NO REFUND AFTER ADD/ DROP PERIOD.**
- Course(s) withdrawal: (1) It has to be justified by writing. A penalty as set below will be levied for dropping a course and/ or settle tuition fee late after the specified deadlines below. (2) One should aware of the visa consequence if it is sponsored by CUHK-CLC, in which it is only given to students who study 12 or more credits in a school term. (3) For students who have prepaid tuition fees, please refer to the signed student regulations and/ or tuition prepayment agreement. Penalty/ handling charge exists on ALL prepaid tuition upon course withdrawal.
- Reminder to student visa holders: (1) Re-enrolling students seeking student visa sponsorship extension must settle the tuition fee of the next term first before the Centre can issue supporting document. Successful renewal of student visa normally takes 3 to 4 weeks and the HK Immigration requires students to renew visa in person at their office.

Notification Period and Refund

Refund/ penalty policy abbreviation: **(a)** = Refund 90% of the tuition fee. **(b)** = No. of dropped session(s) per week for the first week x a special rate of HKD150 per session

(c)= HKD300 per 3 credits handling charge to be deducted from paid tuition fee.

| School term / Date/ Policy | Distribute re- enrolment form | | Deadline for returning re- enrolment form | | Withdrawal deadline specified in the Re- enrollment Form | | After the withdrawal deadline and before term commencing date** | | From term commencing date to add/ drop deadline | | After last day for add/ drop | | | | | |
|--|----------------------------------|----------------|---|--------------------|--|-------------------|---|-----------------------|---|---|---------------------------------|-----------------------|------------------|--|----------------------|--|
| Spring 2020 | Nov. 1, 2019 | | Nov. 8, 2019 | | January 6, 2020 | | January 7 – 19, 2020 | | January 20 – 1 February, 2020 | | From February 2, 2020 | | | | | |
| Summer 2020 | March 30, 2020 | | April 6, 2020 | | May 20, 2020 | | May 21 – June 2, 2020 | | June 3 – 10, 2020 | | From June 11, 2020 | | | | | |
| Fall 2020 | July 14, 2020 | | July 21, 2020 | | September 7, 2020 | | September 8 – 20, 2020 | | Sept 21 – 26, 2020 | | From September 27, 2020 | | | | | |
| Application Fee HKD400. | | | | | | | | | | | | | | | | |
| In any case, no refund is permitted | | | | | | | | | | | | | | | | |
| Deposit \$1,600 | | Not affected | | | Refundable provided that withdrawal written notice is received** | | To be forfeited for (1) non visa-sponsored students withdrawing the whole course (2) students have <u>not paid the tuition</u> before the first day of the new term. | | | To be forfeited for students who have not paid the tuition | | | | | | |
| Tuition Fee | | | | | | | | | | | | | | | | |
| CLC sponsored Visa status/Refund policy | | Visa sponsored | | Visa NOT sponsored | | Visa sponsored | | Visa NOT sponsored | | Visa sponsored | | Visa NOT sponsored | | | | |
| Students withdraw part of the courses | | No penalty* | | | | Policy (a) | | Refund in full* | | Policy (b) | | | Policy (b) + (c) | | Absolutely no refund | |
| Students withdraw the whole course | | | | | | | | | | | | | | | | |

*Not applicable to students who prepaid tuition fees for more than 1 school term, in which all the tuition paid will be refunded 90%.

** New students who drop the whole programme after acceptance, the deposit paid will be forfeited.