

INTERNATIONAL LANGUAGE INSTITUTE, MD

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REFUND REQUEST FORM

Student's Name: _____ **Date:** _____

- Program:** ___ - Hour English Program
 Private English Tutorials
 Homestay

My last day of attendance will be: _____ (no retroactive refunds!)

I request a refund of tuition/homestay for _____ **weeks or** _____ **hours.**

Reason for requesting a refund: _____

If approved, issue refund to **student** **sponsor** _____ **agent.**

Mail refund check to: _____
 (please make sure address is correct and apartment number, if applicable, is included)

Student's Signature: _____

***** **Please do not write below this line** *****

ILI Office Use Only:

Please complete the date received and initial. Then give to Martina for completion and approval. Once approved & refunded, please file with copy of actual refund (check or credit card slip) in student's file and fax or email credit card receipt of actual refund & CM to Martina. **All filed refund requests have to be completed entirely.**

Date Request Received:		By (put initials here):	
1.	Cancellation before Start:	<input type="checkbox"/> Yes (proceed to 3.)	by <input type="checkbox"/> ILI or <input type="checkbox"/> student
2.	Student's Start Date:		Scheduled End Date:
	LOA Scheduled Return Date:		Last Day of Attendance:
	Date of Determination:*		% of Class Completed:
	Reason for Refund:	<input type="checkbox"/> Early Withdrawal <input type="checkbox"/> Overpayment <input type="checkbox"/> Unused Vacation Credit	Refund Due: <input type="checkbox"/> Yes <input type="checkbox"/> No, _____
3.	Refund Calculation:	Amount Paid:	\$
		Less applicable tuition, housing, materials or fees:	- \$
		Amount to be refunded:	\$
4.	Approved/Denied by:		Refund Method: <input type="checkbox"/> check <input type="checkbox"/> credit card
	Refund Issued on:		Proof of Refund Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

*The date of determination is the date the student gives notice of withdrawal to the institution or the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.

MD Admin Representative: CM entered refund entered "refunded" CM emailed to Martina