

ENGLISH LANGUAGE INSTITUTE WITHDRAWAL POLICY

WITHDRAWING FROM ELI:

Students who officially withdraw from the English Language Institute prior to the first day of instruction will receive a 100% refund, minus a \$20 processing fee. Beginning with the first day of instruction through the 60% date of the session, refunds will be on a pro-rata basis utilizing the official withdrawal date. Students are not eligible to receive a refund for withdrawing after the 60% date (refer to the refund deadline dates noted below). The pro-rata refund will be calculated as the proportion represented by the number of calendar days from the first date of the session to the date of withdrawal. Students who are given special permission to begin the term late are subject to the same policy. The policy is in effect from student's first day of term (as indicated by your I-20).

*If your I-20 indicates you enrolled for Fall/Spring Full Term (Sessions 1 & 2), then under our refund policy this is considered a single program.

SESSION	SESSION DATES	DEADLINE TO WITHDRAW AND RECEIVE A 100% REFUND MINUS \$20 PROCESSING FEE.	DEADLINE TO WITHDRAW AND RECEIVE A PRORATED REFUND
Summer Term 2009 (8 weeks)	June 1-July 24, 2009	May 29, 2009	July 1, 2009
Fall Full Term 2009 (16 weeks)	August 24-December 18, 2009	August 21, 2009	October 27, 2009
Fall Session 1 2009 (8 weeks)	August 24-October 16, 2009	August 21, 2009	September 24, 2009
Fall Session 2 2009 (8 weeks)	October 26-December 18, 2009	October 23, 2009	November 30, 2009
Spring Full Term 2010 (16 weeks)	January 25-May 21, 2010	January 22, 2010	March 30, 2010
Spring Session 1 2010 (8 weeks)	January 25-March 19, 2010	January 22, 2010	February 25, 2010
Spring Session 2 2010 (8 weeks)	March 29-May 21, 2010	March 26, 2009	April 29, 2010

**The Application Fee (\$100) and Late Registration Fee (\$200) are not refundable.

PROCESS TO WITHDRAW FROM THE ENGLISH LANGUAGE INSTITUTE

1. Obtain a withdrawal form from a staff member of the English Language Institute.
2. Complete the form and submit it to the reception desk of the College of Continuing Education.
3. Form will be date stamped and submitted to the Associate Dean for approval.
4. You will receive an email regarding the status of your request to withdraw within 1 week from the date the form is submitted.

Tuition refunds will be granted only in cases where the withdrawal procedure has been satisfactorily completed, subject to a \$20 processing fee. The refunds will be computed according to the guidelines detailed above. In addition, **please note that the ELI application fee is non-refundable and tuition payment is non-transferable.**



California State University,
Sacramento
College of Continuing Education

ELI Withdrawal Form

For Office Use Only	
Date Withdrawal Form Received:	_____
Date Email Confirmation Sent to Student:	_____
Date Refund Processed (if applicable):	_____
**Once refund is processed original form to be filed in student's file.	

Please print clearly. Incomplete forms may be returned, delaying your withdrawal.

CCE ID #: _____

Family Name: _____ First Name: _____

Middle Name: _____ Date of Birth: _____

Phone: () _____ Email: _____

Session you wish to withdraw from: _____

Please state in one or two sentences your reason for withdrawing:

Your Signature: _____ Date Signed: _____

For Office Use Only	
<input type="checkbox"/> Approved	
Signature of Associate Dean: _____	Date Signed: _____
Amount to be Refunded: _____	
<input type="checkbox"/> Denied	
Reason for Denial: _____	
Signature of Associate Dean: _____	Date Signed: _____