

Chicago Center Tuition and Refund Policy

1. Overview

This Tuition and Refund Policy provides an overview of the Chicago Center's tuition and program fee refund policy. In the rare case that a student decides to leave the Chicago Center program, or is asked to leave before successfully completing their program, the Chicago Center will follow the refund policy of a student's affiliated college or university. In addition, the Chicago Center may defer to the following policies in place of the policy at the student's affiliated college or university.

2. Definitions

- a. Time period:
 - i. Short Term: terms fewer than 12 weeks, include summer, May, and other short-term programs.
 - ii. Academic Term: fall or winter term and is longer than 12 weeks.
- b. Start date: the Chicago Center term starts when a student moves into the BLVD or otherwise begins the program.
- c. End date: The Chicago Center term concludes when a student moves out of the BLVD and/or completes the requirements for Wrap-up.
- d. Withdrawal: a student emails the executive director to formally request leaving the Chicago Center.
- e. Withdrawal date: the date a student emails their request for withdrawal.

3. Short Term Study Financial Policy

For the Chicago Center's Summer and May Terms and terms fewer than 12 weeks (short term programs), no refund of tuition or program fees for withdrawals that occur after the fifth business day from the start of the term will be provided. A full refund is provided for students who withdraw during the first five business days of the start of the term.

4. Academic Term Study Financial Policy

Students are required to pay all, or a portion of their tuition and program fees for any Chicago Center program prior to the start date of the term, unless the program is officially canceled by the Chicago Center or other payment terms are arranged.

a. Refund Details

- i. If a student cancels or withdraws from the Chicago Center prior to the start date of that term, the student or their affiliated college or university will receive a 100% refund.

- ii. If a student withdraws from the Chicago Center during the third week following the start of the term, the student or their affiliated college or university will receive a 50% refund.
- iii. If a student withdraws from the Chicago Center during the fourth week or later following the start of the term, the student or their affiliated college or university are ineligible for a refund.
- iv. Refunds exclude any applicable non-refundable application and payment processing fees or other student fees.