

## ■ PAYMENT, CANCELLATION, AND REFUND POLICY ■

Students who have applied and paid for ISAD (New York Art Studio) and other college assistant programs (hereafter refer as the program), excluding application fees, will be subject to following payment, cancellations, and refund policy.

### POLICY

- The Programs are subject to change in schedule and price without notice.
- Students are responsible for a full/partial payment for the enrolled Program upon deadline ISAD (New York Art Studio).
- **Program Change:**  
Students who have paid their tuition in full for the program shall not change to other curriculum within the Program.
- **Program Cancellation:**
  1. Application and other process fees are non-refundable.
  2. **Before** arriving USA - 80% Tuition Refund with \$150 cancellation fee.  
**After** arriving USA (before the first day of the class starts) - 80% Tuition Refund with \$500 cancellation fee.
  3. Before the second week of the program starts - 50% Tuition Refund with \$500 cancellation fee.
  4. From the second week of the program, Tuition is not refundable.
  5. **Student Service:** If students have used ISAD student services (includes assistance in housing research, airport pick up arrangement, opening bank/cell phone/utility accounts, visa or any application process required for the student except for ISAD registration), student service fee of \$1,000 will be deducted from the tuition upon cancellation.
  6. Refund take approximately 30 days to be processed. The original copy of I-20 document should be returned before the refund.
  7. There is no refund and no make-up class period for late registration.
- If a VISA is denied, we will refund 100% of tuition after we receive the copy of the rejection letter. (If there's any delivery fee such as bank wire or mailing fee, that would be deducted from the tuition)
- By signing this document, the applicant has agreed to and read the terms & conditions carefully and is aware this agreement is legally binding.
- ISAD (New York Art Studio) reserves right to use images of the student and student works produced during the student's enrollment.

I HAVE READ AND UNDERSTOOD THE POLICY ABOVE AND AGREE TO ABIDE BY IT.

Student Name		Signature		Date	
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