

# AIM Refund Request Form

Complete And Upload The Form At AIM eDocuCentre At [www.studyaimusa.org](http://www.studyaimusa.org)



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Refund Is requested for: \_\_\_\_\_

What Is The Reason For The Refund:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFUND POLICIES AND PROCEDURES

Please fill out this form completely to request a refund. Submission of this form does not guarantee eligibility for a refund. Note that if approved, AIM will only refund money to the party that made payment originally. All refund checks will be mailed in 4-6 weeks to the mailing address currently indicated on record. A check is the only form of payment that AIM uses to issue refunds.

### See below for more refund details.

It is student's responsibility to apply for a refund. You are eligible for a refund only after officially dropping classes by week of the semester. Stated deadlines for refunds are not adjusted if you enroll late for classes. See the "Academic Calendar of Activities" for specific refund deadlines.

**A student is eligible for a refund if:** a) Classes are dropped by the required deadline; b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a prerequisite(s) or requisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

**Tuition And Fee will be credited only if:** the official drop has occurred within the appropriate deadline for session or semester. This is in accordance with the Refund Policy. Deadlines for fee credit are defined as the first two weeks of the Semester.

**Time limit on requesting a refund:** Students must apply for the refund between the beginning of the semester in which the credit was issued and the third week of the semester.

**Conditions Of The Refund:** The Holding Fee of US\$250 is included in the annual tuition and is nonrefundable and nontransferable. The Refund Term then applies to the balance of the Annual Tuition that excludes the Holding Fee.

Two Weeks before Class Starts AND Up To Week One of the Semester - <b>90% of the tuition balance excluding Holding Fee is refundable</b>
In Week Two of the Semester - <b>50% of the annual tuition balance excluding Holding Fee is refundable</b>
In Week Three of the Semester - <b>0% of the annual tuition balance excluding Holding Fee is refundable</b>

*I have read and agree to the refund policies and procedures.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY:

AIM SSO Staff Details On The Refund Requested

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SSO MANAGER AUTHORISATION:

Approved On: \_\_\_\_\_ Denied On: \_\_\_\_\_ Contacted Student On: \_\_\_\_\_

\_\_\_\_\_