



China Institute Adult Classes Refund Policy

- **For courses with 10 sessions or more, refunds will be issued according to the following schedule:**

- 100% tuition: prior to the first session
- 90% tuition: prior to the second session
- 80% tuition: prior to the third session
- No refund after the third session

- **For courses with 5 sessions or fewer, refunds will be issued according to the following schedule:**

- 100% tuition: prior to the first session
- 80% tuition: prior to the second session
- No refund after the second session

- Under special circumstances, class credit may be issued after the refund period has passed. The request must be made by e-mail before the 6th session for a 10-session course. No class credits will be given after the 6th session. The class credit is valid for one year from the date of issuance.

- Registration fee and costs associated with teaching materials/textbooks are non-refundable.

- China Institute will not provide make-ups or issue refunds for classes missed as a result of a student's illnesses, emergencies, or other events beyond the Institute's control.

- Refunds will be issued in the same method of payment. Please allow 7-10 business days for the processing of refunds.