

## VISA INFORMATION

**For students requesting a form I-20,** the following documents must also be submitted (in English or accompanied by an English translation):

- Copy of your passport – valid for at least 6 months beyond the end-date of your expected stay.
- Home address in your country.
- Evidence of financial ability.

**You must prove that you can support the cost of living and studying in the United States.**

Your proof of financial ability must demonstrate enough funds to cover the cost of tuition + estimated living expenses in New York (approximately \$2,000 USD/month or \$1,000 USD/month for students staying in Rennert housing).

Examples of acceptable evidence are:

- Bank statements which state current balance. Bank statement must be less than 3 months old.
- Bank letter stating the date the account was opened, total amount deposited for the past year, and current balance.
- Income tax receipts and forms.
- Sponsor letter (funds from parents, relatives, organizations) + one of the above forms of evidence for the sponsor signing the form.

Additional information about student visas and the visa application process can be found at:

[rennert.com/english/student\\_visas.htm](http://rennert.com/english/student_visas.htm)

## PAYMENT INFORMATION

- Payment of the \$155 Registration Fee must be made before Rennert will issue any Letters of Acceptance.
- Once we receive your Registration Form and fees, Rennert will issue a Letter of Acceptance and Invoice with the remaining balance due.
- No documents, including Form I-20s will be issued until payment of the Registration Fee is received.

**Rennert accepts the following forms of payment:**

- Credit Card (Visa, Mastercard, American Express, Discover)
- International Money Order
- Bank Wire Transfer

## TERMS AND CONDITIONS\*

### PROGRAM TERMS AND CONDITIONS:

- Students will be assigned to afternoon or morning schedules based on level and availability. There are no guaranteed morning classes except for Rapid Progress 30 students.
- Prices and policies are subject to change with approval of the New York State Department of Education. The binding version of the registration package can be found at [rennert.com](http://rennert.com)
- All refunds will be paid within 45 calendar days of the date of determination of the cancellation or program change.
- For students who are enrolled through a representative of Rennert, all refunds will be issued to the representative and are subject to their policies.

### PROGRAM CHANGES & CANCELLATIONS

#### PRIOR TO START DATE:

- All registrations must be paid for in full before the start of class. Failure to send payment before the program start date may result in the automatic termination of your registration.
- Any student who cancels their program prior to arrival for any reason, including visa denial, or no-shows on the first day, will receive a full refund of all monies paid, minus any non-refundable fees, except:
  - a) All non-refundable fees up to \$500
  - b) Actual Housing costs incurred
  - c) Tuition costs as follows:
    - 4 weeks of tuition for course enrollments of 12 weeks or fewer
    - 6 weeks of tuition for course enrollments of more than 12 weeks.

### AFTER CLASSES BEGIN:

Any student requesting a refund after their program has already begun will receive a refund according to the following conditions:

- There are **no** program changes permitted or **refunds** given on course registrations of **4 weeks or less** in duration.
- **Program changes** other than course cancellations require 4 weeks' notice.
- For courses **longer than 4 weeks** in duration, refunds due will be calculated based upon the last date of attendance (for course cancellations) and the last date of attendance in the original program (for program changes), as follows:
  - **Changes/Cancellations Within Period of Initial Enrollment**
    - When the change/cancellation occurs within the first 4 weeks of course, Rennert will retain the first 4 weeks' tuition and refund the remainder minus all nonrefundable fees.
    - When the change/cancellation occurs after the first 4 weeks but before or at the program midpoint, Rennert will retain a pro-rated amount of the tuition at the non-discounted rate. A refund will be issued minus any nonrefundable fees.
    - When the change/cancellation occurs after the program midpoint, no refund will be issued.
  - **Changes/ Cancellations Within Period of Program Extension**
    - When the change/cancellation occurs before or at the extension midpoint, Rennert will retain a pro-rated amount of tuition at the non-discounted rate. A refund will be issued minus any nonrefundable fees.
    - When the change/cancellation is after the extension midpoint, no refund will be issued.

### FURTHER REFUND/CANCELLATION INFORMATION

- For refund calculations, when determining the number of weeks, Rennert will consider a partial week the

same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

- Rennert requests that students submit a written notification of withdrawal for administrative purposes; however, written notification is not required: In the event that no notice of withdrawal (written or verbal) is provided, Rennert will automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks) and complete a refund application and calculation, processing any refunds to or on behalf of the student.
- Any student who is expelled or terminated may be entitled to receive a refund in accordance with the above policy.
- Refund eligibility for private lessons that are regularly scheduled as a block will follow the regular refund policy and will be based on the number of lessons most recently scheduled for each week. Refunds for customized/ irregularly scheduled private lessons will be made on any unused lessons. Any private lesson cancelled less than 24 hours before the scheduled lesson will not be rescheduled and will not be subject to a refund.

### PAYMENT OF REFUND

- All approved refunds will be paid within 45 calendar days of the "Date of Determination" of the program cancellation or change.
- For students who are enrolled through a representative agent of Rennert, all refunds will be issued to the representative and are subject to that party's own refund policies.

### TERMS

- The "Date of Determination" of a cancellation or program change is:
  - The date the student gives notice of the cancellation or change to Rennert; or
  - The date Rennert administratively withdraws

the student who does not give notice; or

- The date Rennert terminates a student due to failure to comply with Rennert's attendance, conduct, or student progress policies; or
- The scheduled course start date for those students who fail to arrive for the first day of class ("No Show").
- An "Extension" is course weeks added to or alterations made to the makeup of the initial program. These additions or alterations occur after arrival.
- **Non-refundable Fees.** All refunds will be calculated based on Tuition paid. Amounts that will NOT be refunded are those fees determined as 'non-refundable fees', which include Registration Fees, Accommodation Placement Fees, Express Mail Fees, any other additional Program Registration ("plus English") Fees, Health Insurance Costs, Room Change Fee(s), and any Bank Charges, up to a maximum of \$500. Credit for course Registration fees may be applied to future registrations within the same calendar year.

### ACCOMMODATION

#### TERMS AND CONDITIONS:

- Rennert is not responsible for personal belongings or student guardianship. Rennert students are expected to conduct themselves as responsible adults.
- Students arrive the Sunday before classes begins and depart the Saturday after classes finish.
- Accommodations are only available to Rennert students during their period of study.
- Overnight guests are not permitted.
- Rennert cannot guarantee availability in first choice of accommodation.
- Prices are subject to change due to availability.

### ACCOMMODATION CHANGES OR CANCELLATIONS PRIOR TO ARRIVAL:

- Students cancelling accommodation more than 14 days before their

scheduled arrival date will receive a full refund of all monies paid, minus any nonrefundable housing fees.

- Students cancelling accommodation less than 14 days before their scheduled arrival date will be receive a refund based on the following conditions:
  - Cancellations received less than 14 days but more than 7 days prior to the scheduled arrival date will receive a full refund of all monies paid, minus 1 week of the accommodation costs and minus any nonrefundable fees.
  - Cancellations received less than 7 days prior to the scheduled arrival date will receive a full refund of all monies paid, minus 2 weeks of the accommodation costs and minus any nonrefundable fees.

### AFTER ARRIVAL:

- Students wishing to make a cancellation or change to any accommodation booking when the total booked stay is 4 weeks or less in duration will NOT be eligible for any refund.
- Students wishing to make a cancellation or change to any accommodation booking when the total stay booked is more than 4 weeks will be required to give a 4 week notice period before being eligible for any refund. The 4-week period will be calculated from the date the school received notice from the student.
- Refunds for cancellations or changes will be calculated based upon the remaining time in the accommodation reservation, minus the 4 week notice period and any nonrefundable fees.

**Non-refundable Housing Fees** include Accommodation Placement Fees and Room Change Fees.

**\*These terms and conditions are subject to change. Contact us at [apply@rennert.com](mailto:apply@rennert.com) for the most updated Terms and Conditions, Refund and Cancellation Policy, Personal Data, and Photography and Film material policy.**