

# ATLANTA CONTEMPORARY CHINESE ACADEMY

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## **Tuition Refund Policy**

### **Tuition Refund Chart**

1. 100% refund for class(es) cancelled;
2. 75% after the first week of school;
3. 50% after the 2<sup>nd</sup> week of school;
4. No refund after the 3<sup>rd</sup> week of school.

## **Tuition and Fees Refund Procedures**

### **A. Fill out the Refund Request Form with the following information**

1. Student name (in Chinese);
2. Name of class or classes you request to cancel;
3. Amount paid for class(es), parent on-duty fee, etc;
4. Total amount requested;
5. Attach the original receipt(s);
6. Name of the refund check to be payable to (in English);
7. Signature and date of request;
8. Mailing address.

### **B. Refund Process, Location, and Schedule**

#### **ACCA North Campus**

Bring your Refund Request Form to Front Desk during normal Chinese class hours (8:30am-12:30 noon).

#### **ACCA South Campus**

Bring your Refund Request Form to Emory campus administration at the lobby area of Callaway building during normal Chinese class hours (1:00-3:00pm).

### **C. A check will be cut either on site or mailed to your provided mailing address.**