



## Internship Program Refund/Cancellation Policy

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**This policy applies to all cancellations, regardless of the reason. Your request to withdraw and receive a refund must be made in writing to ISA. The deposit is non-refundable once your application has been submitted. If your application is denied due to eligibility requirements, your deposit will be fully refunded. Alternative payment arrangements (financial aid, payment plans, etc.) do not exempt you from this policy.**

### *Refunds to student accounts*

- Refunds are issued via check to the participant and mailed to the permanent address we have on record.
- If there are any changes made to your program during the enrollment process, ISA must first verify the change before issuing a refund.
- Any event, organized field experience or group activity as part of the program in which the student chooses not to participate, will not be refunded unless specifically indicated by ISA in writing.
- Scholarships, discounts or other types of “awards” issued by ISA or related entity cannot be used to offset any cancellation or related fees.

*If student cancels after they have made the deposit and before they accept an internship placement:*

- \$200 Cancellation Penalty

*If student cancels after they have accepted a placement and more than 30 days prior to the Program start date:*

- \$1,200 Cancellation Penalty
- Plus other fees subject to Host Institution and Housing Authority refund/cancellation policy.

*If student cancels 15 to 30 days prior to Program start date.*

- Two-thirds (2/3) of entire Program fee

*If student cancels fourteen (14) days or less prior to Program start date, or after Program start date.*

- One hundred percent (100%) of entire Program fee

*Deferment - If student defers enrollment to a future term/semester, after being accepted a deferment fee will be assessed to students account.*

- \$200 Deferment fee
- Plus other fees subject to Host Institution and Housing Authority refund/cancellation policies.
- You will also be responsible for the ISA cancellation fees that are applicable based on the schedule above.
- ISA deferment fees (not those specifically applicable to the Host University or Housing Provider) will be credited to the cost of a future term/semester if you participate within two terms/semesters of your original acceptance. If you do not participate in a program within two terms/semesters after deferring, the deferment fees assessed are not refundable.

*Completing all items on MyLearn To Do List is students responsibility. If student fails to complete items after repeated notification (email or call), student will be deemed withdrawn and will not be eligible for any refund.*