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**PAYMENT INFORMATION**

- If you pay by check or money order, please send it to the address above.
- If you pay by wire transfer, please contact us for the transfer details.
- If you pay by credit card, please complete the following information:

I authorize Manhattan Language to charge USD\$ \_\_\_\_\_ to my credit card. Manhattan Language will add a 5% credit card fee to the total amount.

Mastercard \_\_\_\_\_ Visa \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Signature of Student (if not the Cardholder): \_\_\_\_\_

**REFUND AND CANCELLATION POLICY**

1. The registration fee and the overseas booking fees are non-refundable.
2. If a student cancels this agreement before the start of classes, Manhattan Language will refund all tuition fees paid.
3. If a student withdraws or changes his or her program after the start of class, the student will receive a refund of:
  - 100% of the tuition paid if termination is during the first day of the enrollment period.
  - 75% of the unused tuition paid if termination is after completion of the first day but during the first 20% of the enrollment period.
  - 50% of the unused tuition paid if the termination is during the second 20% of the enrollment period but before or at the midpoint of the enrollment period.
  - 0% of the unused tuition paid if termination is after completion of 50% of the enrollment period.
4. Refunds will be calculated on a weekly basis. A partial week will be considered the same as a whole week, provided the student was present at least one day during the scheduled week.
5. Manhattan Language requires written notification of withdrawal from the student before a refund can be made.
6. All tuition refunds will be made within 30 days.

I agree to the conditions of this agreement.

I also verify that I read and received a copy of the agreement, the school brochure and the student disclosure material.

Student Signature: \_\_\_\_\_

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

Accepted for Manhattan Language by: \_\_\_\_\_ Date: \_\_\_\_\_