

Medical English Program Policy/Refund Policy

Refunds for Cancellations & Dismissal

a) To initiate a refund, written notice must be provided:

- By a student to the institution when the student withdraws/cancels
- By the institution when a student is dismissed
 - **Dismissal:** When a student is dismissed by Global College due to academic misconduct (i.e. Cheating, plagiarism, etc.)
 - Reason for dismissal is to the discretion of Global College. With dismissal, the student can no longer continue with the online program, and any completed exams, assessments will result in a score of zero.
 - If a student is found with reason for dismissal AFTER completing the online program, the completion will be considered a False Completion, resulting in unsuccessful completion of the on line program (no certification).
- The notice of withdrawal or dismissal is deemed to be effective from the date it is delivered.

Refund Policy for Students

Institution receives a notice of withdrawal or dismissal from a student (cancellation):	
<ul style="list-style-type: none"> • No later than seven days after the effective contract date, and • Before the program start date. 	100% tuition refund
<ul style="list-style-type: none"> • Between the date the contract was signed and the start date of the program, where that period is less than seven days 	100% tuition refund
<ul style="list-style-type: none"> • More than seven days after the effective contract date, and at least 30 days before the program start date 	Institution may retain up to 10% of tuition
<ul style="list-style-type: none"> • More than seven days after the effective contract date, and • less than 30 days before the program start date 	Institution may retain up to 20% of tuition
<ul style="list-style-type: none"> • AFTER the program start date 	NOT eligible for any refund

Temporary Leave of Program

- Requests for temporary leave will only be considered for urgent or special circumstances. Global College has the right and authority to approve or decline any requests without further explanation.
- In order to temporarily leave the program, the student must submit a request for temporary program leave providing the reason and third-party approved evidence supporting the reason (i.e. doctor's note, obituary, company letter, etc.)
- In approval for temporary leave, the leave cannot exceed the duration of the program (i.e. if the program duration is for 6 weeks, the leave must not exceed 6 weeks).

* Medical English オンラインコースのリテイクは「半額」です。

* 各モジュールの小テストや中間テスト、ファイナルテストのみのリテイクは出来ませんのでご注意ください。

* 上記「Signed Contract」の意味は、お申し込みページの「送信」ボタンが押された時点で、学生契約完了となります。