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Subject Enrollment – For an Individual

Student Number:	<h3>Cancellation and Refund Policy For Enrolled Students</h3> <p>GU-ICI strives to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for a student to discontinue studying a GU-ICI course, the following refund policy will apply.</p> <ol style="list-style-type: none">1. You may cancel your enrollment within five (5) days after midnight of the day on which you signed the enrollment agreement (Subject Enrollment Form). If you cancel your enrollment during this time, you will be given a complete refund of all money paid.2. From five (5) calendar days after midnight of the day on which you signed the SEF until nine (9) months from the day on which you signed the SEF, GU-ICI will be entitled to retain a registration fee from the amount you have paid. The registration fee (converted to local currency) will be calculated as follows:<ol style="list-style-type: none">a. For courses costing less than \$300 U.S. dollars, GU-ICI may retain up to \$75 U.S.b. For courses costing \$300 U.S. dollars or more, GU-ICI may retain 20% of the total paid but not more than \$200 U.S. dollars.3. If you request cancellation after two (2) months of your dated SEF, GU-ICI shall be entitled to the registration fee plus a percentage of the total cost of the course. The percentage will be calculated as follows: The registration fee will be deducted from the total of the course. Then, in addition to the registration fee, GU-ICI will retain a percentage of any amount that remains. The percentage retained will depend on how much of the course you have completed. Therefore:<ol style="list-style-type: none">a. Up to and including your completion of the first 10 percent of the course, GU-ICI may retain 10 percent of any remainder.b. After you have completed more than 10 percent of the course and up to and including completion of 25 percent of the course, GU-ICI may retain 25 percent of any remainderc. After you have completed more than 25 percent of the course and up to and including completion of 50 percent of the course, GU-ICI may retain 50 percent of any remainder.d. If you complete more than half of the course, GU-ICI shall be entitled to the full cost of the course.e. Refunds will only be given on materials that are in resalable condition. <p>NOTE: You must indicate your agreement with this Enrollment Refund Policy. Student's Initials: _____</p>
Birthdate: Day ___ Month ___ Year _____	
Family Name:	
First Name:	
Middle Name:	
Address: Old ___ New _____	
Address:	
Country:	
Course Number:	
Course Name:	
I agree that it is my responsibility to verify the applicability of GU-ICI's credits toward any educational goals I may have.	
Agree to on Day: ___ Month: ___ Year: ___	
My Signature:	
Note Enrollment is official when the GU-ICI International Office processes your Subject Enrollment Form.	
National Office Use Only [Below]	
Date:	
Subject Edition:	
Language:	
Office Stamp:	
OR Director's Signature: <input type="text"/>	
International Office Use Only – Enrollment Stamp	
Sending Instructions Scan/Email: studentservices@globaluniversity.edu Fax: 417-863-9621	