



# Middlebury Institute *of* International Studies at Monterey

## Intensive English Programs

### Payment and Refund Policies

<b>Application Fee</b>	\$50 due at time of application (non-refundable)	
<b>Tuition Deposit</b>	\$200 due upon acceptance into the program, will be applied to course tuition fees  (non-refundable, unless overseas student provides evidence that visa application has been rejected)	
<b>Tuition</b>	\$4,175  Tuition does not include textbooks or housing.	
<b>Refund Schedule</b>	<b>Timing</b>	<b>% Refund</b>
	During first 2 days (orientation)	100% less tuition deposit
	During first 3 days of class	75% less tuition deposit
	During days 4 and 5 of class	50% less tuition deposit
	on <sup>th</sup> day of class or after	No refund

\*Payment of full tuition balance is due no later than the end of the 2nd day of the program unless otherwise arranged.



**PROGRAM DEPOSIT CREDIT CARD AUTHORIZATION FORM**

A \$200.00 tuition deposit is due to secure your place in the Intensive English as a Second Language program. Please be sure to submit your deposit within 10 business days of notification of your acceptance. This deposit is non-refundable except in the case of an overseas student who provides evidence that his/her visa application was rejected.

To pay this fee by credit card, please complete the credit card authorization form below and fax it to our Intensive English Programs office at +1-831-647-3534.

If you prefer to pay your deposit by phone, please call our Cashier's office between 9 am – 1 pm U.S. Pacific Time at +1-831-647-6434.

**CREDIT CARD AUTHORIZATION**

**STUDENT'S FULL NAME:** \_\_\_\_\_

**STUDENT'S ID NUMBER:** \_\_\_\_\_ (8-digit number provided on your letter of admission)

**WHO IS THE CARDHOLDER?**                      Applicant              Guarantor              Other: \_\_\_\_\_

**CREDIT CARD INFORMATION (write it exactly as it appears on the card):**

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

CREDIT CARD TYPE: (circle one)    VISA    MASTERCARD    AMERICAN EXPRESS

CREDIT CARD ACCOUNT NUMBER: \_\_\_\_\_

CREDIT CARD EXPIRATION DATE (MONTH/YEAR): \_\_\_\_\_

SECURITY CODE (3-DIGIT NUMBER ON THE BACK OF THE CARD): \_\_\_\_\_

**DEPOSIT AUTHORIZATION**

I authorize payment in the amount of \$150.00 to be paid to the Middlebury Institute of International Studies at Monterey.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_