

# Islamic Leadership Institute of America

## Program Fee Refund Policy

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### **Purpose:**

Document the policy related to program fees refunds

### **Scope:**

Policy applies to all ILIA programs and students

### **Policy:**

1. Students can receive 100% refund 7 days prior to the program start date, students can receive a 50% refund 5 days prior to the program start date, students can receive a 20% refund one day prior the program start date.
2. To receive refund the student must email ILIA at or before the above deadlines.
3. No refunds shall be provided once the program started.
4. 100% refunds can be provided if ILIA is notified prior to 5pm EST on the first day of the event for emergency cases such as medical conditions, loss of family member, divorce or other similar emergency situations.
5. Post program refunds should be submitted in writing, within 48 hours of class completion. An ILIA committee will review the submitted form within 7 days.

**Effective:** Jan 2, 2011

### **Approved:**

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