

Islamic Leadership Institute of America

Program Fee Refund Policy

PO Box 726, Clarksville, MD 21029 * info@islamicleadership.org * www.islamicleadership.org

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:

Ayman Nassar

Arif Kabir

Ammar Nada

Walaa Sidky

Mahmoud Abouelrous