

EPI Housing Refund Policy

All students preregistering for housing for the next EPI term must pay rent in full by Friday of Week 9 of the previous term. Once the break between terms begins (5:00 pm on the Friday of Week 9), there are no full refunds of housing fees except in cases where a student must withdraw due to causes beyond his/her control (such as death in the family, a serious illness, etc.) There are no refunds for enrolled students who choose to leave EPI housing unless the vacancy can be filled by another student. If a student withdraws or transfers to another school, the student must complete a Housing Refund Request Form.

Students not returning for the next term must vacate Cliff Apartments by Sunday evening after the term ends. Cleaning begins on the following Monday morning and all departing students must be out of EPI housing.

The refund will be considered and responded to within three working days. A minimum deposit of \$500.00 on housing fees will be nonrefundable to cover cleaning and cancellation fees. The refund will be granted as follows.

Housing Refund*

Request refund		\$2775apmt	\$1945 apmt	\$1475 apmt
Before the end of Week 9	100%	\$2775	\$1945*	\$1475*
Within Break Week	Rent paid less \$500**	\$2425	\$1595	\$1125
Within 1 Week	less 1 wk rent	\$2110	\$1280	\$810
Within 2 Weeks	less 2 wks rent	\$1795	\$965	\$495
Within 3 Weeks	less 3 wks rent	\$1480	\$650	\$180
Within 4 Weeks	less 4 wks rent	\$1165	\$335	\$0
Within 5 Weeks	less 5 wks rent	\$850	\$20	\$0
Within 6 Weeks	less 6 wks rent	\$535	\$0	\$0
Within 7 Weeks	less 7 wks rent	\$220	\$0	\$0
Within 8 Weeks	less 8 wks rent	\$0	\$0	\$0

* EPI charges a refund processing fee of \$25 which will be charged to housing refunds if the refund only concerns housing.

** (cleaning and cancelation fees)

The prorating is done by week, similar to what is done with tuition. The 'rate' of the prorating is by the weekly rental charges (\$45 per person per day).

Date Received _____ Date Reviewed _____
 Decision: Refund Denied: _____
 Refund Granted: _____ Amount to Refund: \$ _____

Reason For This Decision: _____

Associate Director: _____ / Director: _____

English Programs for Internationals
University of South Carolina
Housing Fee Refund Request

Last Name _____

First Name _____

ID # 600-0____ - _____ Date _____

Local Address:

Mailing Address for check:

Telephone # _____

Telephone # _____

I have reviewed the EPI refund policy (on back) and am requesting a refund of the rent.

signature

REASON FOR REQUEST: (Note: Your request will be reviewed by the EPI administration within 3 working days of the date on this form and you will be immediately notified of the decision. If you disagree with the decision, you may appeal to the EPI director.)

Receipt # _____ Make check payable to: _____

Check # _____ Bank name _____ Date written _____

Checking account # _____