

HERE ARE SOME ALTERNATIVE REFUND POLICY OPTIONS WITH VARYING DEGREES OF FLEXIBILITY:

1. NO REFUNDS:

- THIS OPTION IS THE MOST RESTRICTIVE AND SHOULD ONLY BE USED AS A LAST RESORT. CONSIDER OFFERING ALTERNATIVE BENEFITS LIKE TRANSFERRING THE FEES TO ANOTHER PROGRAM OR OFFERING CREDIT FOR FUTURE COURSES.
- CLEARLY STATE THE "NO REFUND" POLICY IN BOLD LETTERS AT THE BEGINNING OF THE APPLICATION PROCESS AND ON ALL RELEVANT DOCUMENTS.

2. GRADUAL REFUND BASED ON TIMELINE:

- THIS OPTION OFFERS DIFFERENT REFUND PERCENTAGES BASED ON WHEN A STUDENT WITHDRAWS THEIR APPLICATION OR CANCELS THEIR ADMISSION.
 - EXAMPLE: 100% REFUND UNTIL SAME DATE BEFORE THE PROGRAM REGISTRATION.
 - NO REFUND AFTER TWO DAYS

3. ADMINISTRATIVE DEDUCTIONS:

- DEDUCT A FIXED ADMINISTRATIVE FEE (E.G., PROCESSING FEE) FROM THE REFUND REGARDLESS OF THE WITHDRAWAL DATE.
- EXAMPLE: 90% REFUND OF THE ADMISSION FEE MINUS A NON-REFUNDABLE PROCESSING FEE OF [AMOUNT].

4. CASE-BY-CASE REVIEW:

- THIS OPTION REQUIRES MORE ADMINISTRATIVE WORK BUT OFFERS FLEXIBILITY.
- CONSIDER REFUNDING BASED ON INDIVIDUAL CIRCUMSTANCES LIKE MEDICAL EMERGENCIES, VISA DENIALS, OR UNFORESEEN FINANCIAL HARDSHIP.
- CLEARLY DEFINE THE CRITERIA FOR RECEIVING A CASE-BY-CASE REVIEW AND COMMUNICATE THEM TRANSPARENTLY.

IMPORTANT CONSIDERATIONS:

- BEFORE FINALIZING YOUR POLICY, RESEARCH REGULATIONS AND GUIDELINES IN YOUR JURISDICTION RELATED TO EDUCATION AND CONSUMER PROTECTION.
- ENSURE THE POLICY IS TRANSPARENT, CLEARLY WORDED, AND EASILY ACCESSIBLE TO APPLICANTS.
- COMMUNICATE THE POLICY EFFECTIVELY THROUGH YOUR WEBSITE, APPLICATION MATERIALS, AND ANY RELEVANT COMMUNICATION CHANNELS.
- CONSIDER SEEKING LEGAL ADVICE TO ENSURE YOUR POLICY IS COMPLIANT AND FAIR.

REMEMBER, A FAIR AND TRANSPARENT REFUND POLICY CAN BUILD TRUST WITH POTENTIAL STUDENTS AND ENHANCE YOUR INSTITUTION'S REPUTATION.

I HOPE THIS INFORMATION HELPS YOU CRAFT A BALANCED AND RESPONSIBLE REFUND POLICY FOR DIIHM.