

# Memphis Au Pair Weekends

## Registration and Payment

Cost: \$320

The cost includes the course fee, entrance fees, transportation for field trips, and the Friday night meal. It does not include travel to and from Memphis, transportation to and from your hotel, lodging, or other meals.

We strongly advise that you purchase refundable airfare and housing reservations. Do not buy airfare or make housing reservations until you have received a confirmation email for your registration for a weekend course. Each Memphis Au Pair Weekend requires a minimum number of participants. If we have not reached that minimum number at the end of our last registration date, we will notify you by email. In this case you can choose to apply your registration to a later weekend or choose to receive a full refund. IEI is not responsible for reimbursement of transportation or housing costs.

## Refund Policy:

We can only issue tuition refunds for cancellations requested at least **14 days** prior to the course starting date. If you are requesting a refund, please note the following:

- You may request a refund for the full registration fee amount less a \$50 administrative cancellation fee.
- You may request for the full registration fee amount to be applied to a later weekend.
- Refunds are processed back to the credit card used for registration. If the credit card number is no longer active, it is your responsibility to notify us at the time of cancellation.
- If a medical emergency less than 14 days prior to the course starting date prevents you from attending class, you must provide documentation from a doctor. Documentation will allow you either to reschedule for a later weekend or to receive the full registration fee amount less a \$50 administrative cancellation fee. If this situation applies, please contact the IEI office for assistance.
- If we have not reached the minimum number of participants needed at the end of our last registration date, we will notify you by email. You can choose to apply your registration to a later weekend or choose to receive a full refund.
- You are **not** eligible for a refund simply because you fail to show up for class. Students who do not show up for their course without notifying the IEI office more than 14 days prior to the start date will be marked as "no shows" and are not eligible for a refund or application to a later weekend.

To request a refund, please email the following information to the IEI office ([iei@memphis.edu](mailto:iei@memphis.edu)) at least 14 days prior to the course starting date:

- Your name
- Course dates
- Reason for dropping
- Telephone number where you can be reached
- Host family's name and email address