



The International Import-Export Institute

11225 North 28th Drive, Suite B-201, Phoenix, AZ 85029 USA

(602) 648-5750 FAX (602) 648-5755

<http://www.iiei.com>.

Official Student Requested Reschedule Form

Student Eligibility for a Requested Reschedule:

Students completing this form are applying to be moved from one course to another with no monetary or academic penalty. The following conditions must be met:

- a) The student must have a confirmed and completed enrollment for the course which they want to be removed. All monies, documentation and conditions of enrollment must be met for the original course or program registration.
- b) The student must request and complete all steps of the reschedule process no less than 10 business days (2 weeks) before the original class start date. Reschedules are not permitted after this deadline, or after the start of the class. This includes the following requirements of the student by the deadline:
 1. Written request for a reschedule sent to the advisor
 2. Submission of a complete 'Reschedule Request Form' to IIEI
 3. New registration for the future course start date
- c) The student's method of payment for the original course must be approved, and the method of payment must be transferable to the new registration. This policy excludes corporate voucher systems or methods of payment which are course and start date specific. Students who cannot transfer the method of payment or the received funds must withdraw and re-enroll for a future date. Students must defer to employer policy in such situations.
- d) Students may not reschedule more than three (4) times in their academic career with IIEI, and may not reschedule the same course more than twice (2 times). As per our official refund policy, *Reschedule Option*: This option is only available prior to the standard registration deadline of one (1) week prior to the class start date. In lieu of a refund, during this period, a student may request to reschedule their current course to a future start date. All tuition and fees, if not already paid, are due in full at the time of this request, and this tuition credit will be applied to the future start date. The tuition credit can only be applied to any future class of equal or lesser value within one (1) year from issue date. No refunds are permitted whatsoever after a credit has been issued.
- e) Any reschedule requests beyond this point will be denied and the student will be expected to follow IIEI policy to withdraw from the class.

Student Acknowledgement of IIEI Reschedule Policy:

STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITY: I have read and understood the terms as they apply to my requested reschedule. I understand that I, the student, am responsible for meeting the requirements of a reschedule. This includes providing IIEI with complete and accurate documentation, full payment to IIEI for the original course tuition and fees, and completing all requirements of a reschedule by the deadline listed above.

CANCELLATION OF DEFERRAL AGREEMENT: I understand any deferral agreement submitted as the original method of payment will be void, and that the credit card indicated on the agreement will be charged for the amount due in order to process my reschedule.

I understand that my reschedule is tentative until approved by IIEI's Administration.

Student Signature

Date



The International Import-Export Institute

11225 North 28th Drive, Suite B-201, Phoenix, AZ 85029 USA

(602) 648-5750 FAX (602) 648-5755

<http://www.iiei.com>

Official Student Requested Reschedule Form

I. STUDENT INFORMATION		
Last Name Initial	First Name	Middle
Mailing Address		
City/State/ Zip		Work Telephone #
Email Address		Home Telephone #
Students May Disclose the Reason for their Request Here:		

I would like to reschedule my enrollment and remove myself from the following course:

II. ORIGINAL COURSE OR PROGRAM INFORMATION	
Original Course Enrollment:	Original Course – Faculty:
Course Start Date:	Course End Date:
Method of Payment to IIEI for Original Enrollment: <input type="checkbox"/> Personal Credit Card <input type="checkbox"/> Company Credit Card <input type="checkbox"/> Personal Check <input type="checkbox"/> Company Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order / Cashier's Check <input type="checkbox"/> Deferral Agreement This method of payment was: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	

I would like to reschedule my enrollment and enroll into the following course:

III. NEW COURSE OR PROGRAM INFORMATION	
New Course Enrollment:	New Course – Faculty:
Course Start Date:	Course End Date:

Please complete this request and submit it to your advisor via email, or to IIEI via fax at 602.648.5755