



American Center for Mongolian Studies

USA Office: c/o Center for East Asian Studies; 642 Williams Hall; 255 S. 36th St.;
Philadelphia, PA 19104-6305

Mongolia Mailing Address: CPO Box 695, Ulaanbaatar-13, Mongolia;

Mongolia Location: Natsagdorj Library, East Entrance, Seoul St – 7

Sukhbaatar District, Ulaanbaatar, Mongolia Tel. (976) 7711-0486

info@mongoliacenter.org

www.mongoliacenter.org

ACMS Program Refund Policy – Updated 1/14/2026

Policy Overview

This policy outlines the refund structure for **participant-initiated** program cancellations. All participants pay a non-refundable deposit that is separate from the program cost and refund calculations.

Deposits

All program participants are required to pay a **non-refundable deposit** to cover initial administration costs. **This deposit is forfeited regardless of when cancellation occurs and is not included in refund calculations.**

Refund Schedule

Cancellations Within 24 Hours of Tuition Payment

- **Refund Amount:** 100% of program cost (excluding non-refundable deposit)
- **Cancellation Fee:** None (transaction fees covered by forfeited deposit)
- **Processing Time:** Standard processing period applies
- **Deposit:** Forfeited (non-refundable)

Cancellations Before May 1

- **Refund Amount:** 70% of program cost (excluding non-refundable deposit)
- **Cancellation Fee:** 30% of program cost (excluding non-refundable deposit)
- **Deposit:** Forfeited (non-refundable)

Cancellations After May 1

- **Refund Amount:** 0% (No refund available)
- **Cancellation Fee:** 100% of program cost
- **Deposit:** Forfeited (non-refundable)

Important Notes

- All payments for summer programs including Mongolia Field School and Intensive Summer Language Program are **due in full by May 1**.
- **For cancellation requests or policy questions, please email the relevant program contact:**
 - Mongolia Field Schools: mfs@mongoliacenter.org
 - Language Program: tsermaa@mongoliacenter.org
 - Institutional Programs: davaa@mongoliacenter.org
 - Cc: UB Office General Manager Baigalmaa (baigalmaa@mongoliacenter.org) and US Director Maggie Lindrooth (mlindrooth@mongoliacenter.org)
- Processing time for approved refunds is approximately 2 weeks, depending on the original payment source.

Example

Listed Program Tuition: \$4,500

Program Cost: \$4,000

Plus Non-Refundable Deposit: \$500

Scenario: Participant cancels before May 1 but more than 24 hours after paying tuition:

- Deposit forfeited: \$500
- 70% refund of program cost: $\$4,000 \times 0.70 = \$2,800$
- **Total refund:** \$2,800 (out of \$4,500 paid total)
- **Total retained by ACMS:** \$1,700 (\$500 deposit + \$1,200 cancellation fee)