



# **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](mailto:info@mongoliacenter.org)

[www.mongoliacenter.org](http://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](mailto:mfs@mongoliacenter.org)
  - Language Program: [tsermaa@mongoliacenter.org](mailto:tsermaa@mongoliacenter.org)
  - Institutional Programs: [davaa@mongoliacenter.org](mailto:davaa@mongoliacenter.org)
  - Cc: UB Office General Manager Baigalmaa ([baigalmaa@mongoliacenter.org](mailto:baigalmaa@mongoliacenter.org)) and US Director Maggie Lindrooth ([mlindrooth@mongoliacenter.org](mailto: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)