

REFUND POLICY:

The policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a. An applicant rejected by the School shall be entitled to a refund of all monies paid except the non-refundable enrollment fee of \$20.00
- b. A student or legal guardian cancels the contract and demands his/her money back in writing within 3 business days of signing the enrollment regardless of whether the student has actually started training. All monies collected by school are refunded except the non-refundable enrollment fee of \$20.00.
- c. A student cancels the contract after 3 business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less the non-refundable enrollment fee of \$20.00 and the registration fee of \$180.00.
- d. A student notifies the institution of his/her withdrawal.
- e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution he or she will not be returning.
- f. A student is expelled by the school.
- g. In type b, c, d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- h. Unofficial withdrawals are determined through monitoring of clock hour attendance at least every 14 days. If students are absent for 14 consecutive calendar days, he or she will be dropped.
- i. The refund calculation based on the student's last date of attendance.
- j. Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) days of determination that the student has withdrawn, whether officially or unofficially.
- k. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school shall attempt to make a settlement which is reasonable and fair to both parties.
- l. The costs of the kit, textbooks, additional equipment or other charges incurred by the student are non-refundable after the grace period has expired.
- m. If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option, provide a full refund of all monies paid; or provide for completion of the course.
- n. If a course is canceled and instruction has ceased after students have enrolled and instruction has begun, the school shall at its option, provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or provide a full refund of all monies paid.

- o. If the school permanently closes and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The Student shall be entitled to a pro-rated refund of tuition.
- p. For Students who enroll in and begin classes, the following schedule of tuition adjustments/refunds is authorized based on scheduled hours:

Percentage Time to Total Time of Course	Amount of Total Tuition School Shall Retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- q. Collection procedures reflect good taste and sound ethical business practices.

WITHDRAWAL POLICY:

- r. A student wishing to withdraw from their enrolled program must provide a documented statement to that effect. Additional information regarding the student's financial obligations will be discussed and explained by the Administrative Officer. If the student fails to meet with the Administrative Officer, the withdrawal information will be mailed to the student. This information includes the exit information packet and a summary of the student's financial obligations.