

CANCELLATION AND REFUND POLICY:

% of clock hours attempted	Tuition refund amount
0 to 10%	70%
10% to 20%	60%
20% to 30 %	50%
30% to 40%	40%
40% and beyond	NO REFUND IS REQUIRED

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, Federal or State holidays) of signing an enrollment agreement is entitled to a refund of all monies paid minus the initial \$500.00 deposit.

No later than 60 days of receiving the written notice of cancellation, the school shall provide the 100% refund.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:

A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administrator of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 3 consecutive class days.

D. All refunds will be issued within 60 days of the determination of the withdrawal date.

2. Tuition charges:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program (less the \$500.00 deposit)

Tuition refunds will be issued within 60 days of the date of student notification, of date of school termination, or in the case of a student not returning from an authorized Leave of Absence (LOA), within 60 days of the date the student was scheduled to return from the LOA and did not return.

Tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a refund of

\$100% of the tuition. Less the \$500.00 deposit

Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair (this language optional).

THE STUDENT UNDERSTANDS:

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules by all parties.
6. The student understands that the term "written notice" does not include electronic communication I.E. text email etc.