



CANCELLATION AND REFUND POLICY

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 (3) business days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement and touring the facilities, is entitled to a refund of all monies paid.

Cancellation Before the Start of Classes: An applicant requesting cancellation more than three (3) business days after signing an enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.

Refund After the Start of Classes:

Withdrawal Procedure:

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
2. A student will be determined to be withdrawn from the school if the student misses 7 consecutive instructional days and all of the days are unexcused.
3. Any withdrawal from the school will trigger a Return of Title IV Funds calculation, if applicable.

Refund Calculation: A refund calculation will be performed for students who withdraw, drop out, or are dismissed prior to completing 60% of the program of study. Tuition is earned pro-rata up to 60%, based on the last date of attendance. If a student withdraws after the 60% threshold, there will be no refund and the student is liable for the tuition in full.

Refund Timeframe: All refunds will be issued within 30 days of the determination of the withdrawal date, and will be mailed to the address on file for the student.