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CANCELLATION AND REFUND POLICY

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of tuition charges paid through attendance at the **first class session** (first day of class(es)), **or the seventh day after enrollment** (seven days from the date when enrollment agreement was signed), **or within seven days from the date of first class session**, whichever is later. The notice of cancellation shall be in writing and submitted directly to the **Administrative Office**. If you cancel the agreement, the school will refund any money that you paid, less any deduction for: registration fee, STRF fee and equipment received.

Withdrawal: A student may withdraw from the program at any time after the cancellation period as shown above and receive a pro-rata refund of the unused portion of the tuition paid. A withdrawal may be initiated by the student's written notice or by the institution due to student's academics or conduct, including, but not necessarily limited to student's lack of attendance. The student would be determined to have withdrawn from school on the earliest of: The date you provide written notification to the **Administrative Office** of your intent to withdraw; The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog; The date you fail to attend classes for a two-week period and fail to inform the **Administrative Office** that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence.

The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from Leave of Absence.

A Leave Of Absence may not exceed 180 days (2 quarters). Also not more than one leave of absence will be granted in a 365 day period. A student not in compliance will be considered re-entering and charged the prevailing rate at the time of their return.

If you withdraw from school after the cancellation period, the refund policy described below will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance.

Refund Policy: After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. **For example:** If student completes only 3 weeks of a 12 week course and paid \$2400.00 tuition, the student would receive a refund of \$1800.00.

$$\begin{array}{rclcl} \$2400 & \times & \frac{9 \text{ weeks not attended}}{12 \text{ weeks to complete}} & = & \$1800 \\ \text{(Amount Paid)} & & & & \text{(Refund Amount)} \end{array}$$

Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. The registration fee of **\$100 is a non-refundable item, the STRF Fee is a non-refundable item**. Equipment, books, supplies, tools, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

Financial Aid recipients see also, **Return of Title IV Funds policy**.