



REFUND POLICY/CERTIFICATE PROGRAMS

Cancellation:

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period, but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more than \$100 or five percent in tuition or fees, whichever is less, as the institution's registration charges. Refunds are made within 30 days of receiving the Notice of Cancellation.

A student not accepted by the School will receive a full refund.

Students who have not visited the facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of equipment.

Dismissal:

Students may be dismissed for violation of any of the following: a. Failure to maintain satisfactory academic progress. b. Failure to comply with the school's attendance policy. c. Violation of any of the conditions set forth in the signed Enrollment Agreement.

Withdrawal:

If a student withdraws after the period allowed for cancellation of the agreement as stated above or is terminated by the school for violation of any of the above, tuition refunds will be based on the Refund Policy. After 50% of the enrollment period for which the student was obligated, there is no refund.

Refund Policy:

Refunds are calculated by determining the date of student withdrawal as a percentage of the enrollment period for which the student was obligated and a standard percentage of tuition and fees earned as of that date (see table below). Any monies due the student shall be refunded within 60 days from the last date of student attendance or within 60 days from the date of receipt of payment in the event that the date of such receipt is after the student's last date of attendance.

| Date of student withdrawal as a % of the enrollment period for which the student was obligated | Portion of tuition and fees obligated and paid that are eligible to be retained by the institution |
|---|---|
| On 1st class day | 0% |
| After 1st day; within 10% | 10% |
| After 10%; within 25% | 50% |
| After 25%; within 50% | 75% |
| 50% or thereafter | 100% |