

## **STUDENT'S RIGHT TO CANCEL & CANCELLATION REFUND POLICY**

**Rejection:** An applicant rejected by the school is entitled to a refund full amount paid.

**3-Business Day Cancellation:** An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a full amount paid, excluding the \$75 non-refundable registration fee.

**Other Cancellations:** An application requesting cancellation of more than three (3) days after executing the enrollment agreement and making an initial payment, but 1 day prior to the start of the class is entitled to a refund of the full amount paid, less the registration fee of \$75.

### **Withdrawal Procedure:**

A. An applicant may cancel his/her enrollment by written notification to the school President without financial obligation other than the \$75.00 Application Fee.

B. A student who withdraws 1 day prior to the start of class 100% refund.

C. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.

D. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.

E. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

F. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

\*All refunds are made within 45 days of the Cancellation Date.

A student may file an appeal due to a death in the family, illness or other serious reason. The appeal must be written to the Program Director explaining the cause of the problem, how circumstances have changed that prevent satisfactory academic progress.

The student will receive a written decision from the Program Director as to the status of their appeal within three (3) days of receipt of the appeal.

All signatures are recorded digitally