
Refund Policy

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid towards tuition.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person or the last date of attendance, if terminated by the school or 10 school days after the last date of attendance. The school may retain not more than \$100 of tuition collected before the course of training begins and the student established under section 1603.3601.

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Refund and Cancellation Policy Continued:

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract) or terminated the following schedule of tuition earned by the school applies. Kits once opened or issued, are non-refundable. Fees for permits, licenses, or similar administrative costs are non-refundable. All refunds are based on scheduled hours:

- First 10% or 1st week (whichever is shorter): Refund 90%.
- After 10%/1st week, but within 3 weeks: Refund 80%.
- After 3 weeks, but before 25% of the course: Refund 75%.
- Before 50% of the course: Refund 50%.
- After 50% of course: No Refund

All refunds will be calculated based on the students scheduled hours as of the last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a prearranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.