

## Enrollment, Cancellation & Refund Policy

Cancellations, which occur prior to the beginning of a program, should be made in writing to the Registrar or the Director of Education. Withdrawals, which occur after the beginning of a program, should be made by submitting an official withdrawal form to the Registrar or Director of Education. Refunds for cancellations or withdrawals will be made to students in accordance with the following policy:

- REGISTRANTS cancelling their Registration Agreement within three (3) business days of its execution, exclusive of Saturday, Sunday, and holidays (the “Cancellation Period”) will receive a full refund of all monies paid to COLLEGE.
- REGISTRANTS cancelling or withdrawing at any time subsequent to the Cancellation Period but prior to the start of the program for which they are registered will receive a refund of the total program cost, less an administrative fee equaling the lesser of (1) 25% of the total program cost or (2) \$100.
- REGISTRANTS withdrawing after the program begins, but prior to the expiration of 10% of the program’s scheduled hours, will receive a tuition refund of 75% of the program cost, less an administrative fee of \$100.
- REGISTRANTS withdrawing after the expiration of 10%, and up to the program midpoint (50%) shall receive a tuition refund of 25% of the total program cost, less an administrative fee of \$100.
- REGISTRANTS withdrawing at or after the program midpoint (50%) of the scheduled hours will receive no refund.
- Refunds will be made within 30 days after COLLEGE determines REGISTRANT has cancelled or withdrawn.

Any student who cancels or withdraws from COLLEGE as a result of being called into active duty in a military service of the United States will receive a refund of any tuition and refundable fees for the program in which the student is enrolled at the time of withdrawal. No refund will be given for any program the student has completed.