

TUITION REFUND POLICY

- a. Students not accepted by the school and students who cancel this contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid.
- b. If a student (or in the case of a student under the state's legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by the school shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner. This policy applies regardless whether or not the training has begun.
- c. Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the registration fee of \$150.
- d. In the case of student withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE

SCHEDULED TIME ELAPSED TOTAL TUITION SCHOOL IN TOTAL PROGRAM SHALL HAVE EARNED

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less \$150
After 10% but within first 25% of program	75% less \$150
After 25% but within first 50% of program	50% less \$150
After 50% but within first 75% of program	25% less \$150
After 75%	no refund

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due to the applicant or student shall be refunded within 30 days of formal termination by the student as defined in Item b or formal cancellation/termination by the school which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the earlier of the date the student notifies the school s/he will not be returning or the expiration date of the leave. Student attendance is monitored monthly for withdrawal purposes.

- e. In case of illness, disabling accident or death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both.
- f. Books and kits are the property of the student (once received) and can not be returned to the school for a refund.
- g. If the school is permanently closed and no longer offering instruction, the student shall be entitled to a complete refund of all monies paid.
- h. If a program is cancelled subsequent to a student's enrollment the school shall, at its option: Provide a full refund of all monies paid or provide completion of the course.