

Student Refund Guidelines

- Student must sign the contract **30 days before** starting the course
- If we receive a notice of withdrawal **less than 7 days after** the student signed the contract the student will be fully refunded the tuition paid.
- If we receive a notice of withdrawal **more than 7 days after** the student signed the contract and **at least 30 days before** the student starts the course, we can keep 10% of the tuition paid, up to a maximum of \$1,000.
- If we receive a notice of withdrawal **more than 7 days after** the student signed the contract and **less than 30 days before** the student starts the course, we can keep 20% of the tuition paid, up to a maximum of \$1,300.
- If we receive a notice of withdrawal **after the course start date** and 10% of hours of instruction has been provided to the student, we can keep 30% of the tuition paid.
- If we receive a notice of withdrawal **after the course start date** and between 11-29% of hours of instruction has been provided to the student, we can keep 50% of the tuition paid.
- If we dismiss a student and 10% of hours of instruction has been provided to the student, we can keep 30% of the tuition paid.
- If we dismiss a student and between 11-29% of hours of instruction has been provided to the student, we can keep 50% of the tuition paid.
- Must reimburse appropriate amount of tuition **within 30 days after** a notice of withdrawal, dismissal of student, closure of institution, or the first 30% of hours of instruction has not been attended by the student.

10% = 18 hrs of 180 hrs

20% = 36 hrs of 180 hrs

30% = 54 hrs of 180 hrs