



## **Withdrawal and refund Policy**

### Withdrawal policy

You have the right to withdraw from the course of instruction at any time, and if you have completed 60 percent or less of the period of attendance you shall have a pro rata refund.

The institution has the right to withdraw a student after the cancellation period for the following reasons:

- 1) Not meeting the minimum attendance requirements.
- 2) Not meeting minimum Satisfactory Academic Progress.
- 3) Not having been placed on an externship site within 7 calendar days.
- 4) Unsatisfactory conduct
- 5) Not meeting his/her financial obligations

Should the institution/College cancel a class after a student has been accepted, all money paid by that student shall be refunded in full.

Students not accepted by the school and students who cancel this contract or notify the school within the cancellation period specified above, are entitled to refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee is refundable.

In case a student withdraws after the end of cancellation period, but prior to the 60 percent point of the period of enrollment or payment period for which he or she has been charged, the student shall be entitled to pro rata refund of the tuition charged.

The school will retain the application fee plus a percentage of tuition and fees, which is based on the percentage of the clock hours attended.

If a student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of refund.

In case of a prolonged documented illness or accident, death in the family or other circumstances that make it impractical to complete the program the refund policy will be



enforced, however, the institution and in good faith shall make a settlement that is reasonable and fair to both parties.

#### Refund Policy:

If a student should be readmitted in the program after a previous withdrawal for any reason, based on the refund policy the weeks in attendance for repeating a course will be used in the program completion percentage calculation in determining the student's financial obligation to the school.

If a student officially withdraws or is expelled from school, any refund that is due will be paid within 30 days after the student's withdrawal date. If a student drops out of school.

If upon withdrawal a refund is due and any portion of your tuition was paid from the proceeds of a third-party loan, the refund may be sent to the lender or to the agency that guaranteed the loan. Any remaining amount will be paid directly to you. If there is a balance due, you will be responsible for paying that amount.