



Refund and Cancellation Policy:

Student's Right to Cancel - Within Cancellation Period

Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amounts paid **within 45 days of cancellation**.

If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.

Student's Right to Cancel - After Cancellation Period

If a student withdraws from a course after the first scheduled class session, the student may receive a pro-rated refund for the amount of class days paid for but not received. Refund calculations will be based on the day a

withdrawal letter is received. NOTE: A student is charged for an entire day not by the hour. Any materials that a student has paid for but not received will be refunded in full. A class day is about \$75 per day.

After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a pro-rated refund if you have completed 60% or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refund calculations will be based on the day a withdrawal letter is received, less the non-refundable registration fee of \$100 and STRF Fee. (NOTE: A student is charged for an entire day not by the hour.) Each class day is about \$75 per day. Students who withdraw after the cancellation period will receive a refund within 45 days of withdrawal.

If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged. Uniforms, patches, nursing bag, ID/badge will be **charged in full**.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.

Withdrawal Policy

The student has the right to withdraw from a program of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$100 within thirty (30) days following the withdrawal.

The student is obligated to pay only for educational services rendered and for unreturned equipment. To determine the refund, the student would deduct a registration fee not to exceed \$ 100 from the total tuition charge. A student would divide this figure by a number of hours in program. The quotient is the hourly charge for the program. The amount owed by the student for purposes of calculating a refund is derived by multiplying the hours attended by hourly charge for instructions, plus the registration fee and the documented cost of any equipment.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.