



TUITION AND REFUND POLICY

All tuition must be paid in accordance with a personal agreement for each student and each training program. Any agreements regarding payment plans or work study shall be binding according to the terms outlined in each individual agreement. Tuition applies to each individual course and is non-transferrable. Tuition includes course hours and materials. Students are responsible for purchasing required textbooks.

We commit to offer quality instruction and training in this program, and expect an equally serious commitment from our students. If you find that you need to drop out of the program, you may receive a partial refund according to the following schedule:

- Cancellation within 24 hours of registration - no charge
- Cancellation 8 or more days before training starts - 95% refund
- Cancellation within 7 days of training start date - 85% refund
- Cancellation after this point - 85% refund plus tiered tuition retention based on date of cancellation:
 - \$100 retained before training start
 - \$25 per training hour after training begins
- If a training is canceled by the school, all tuition paid will be transferred to another training or refunded
- If a student chooses to transfer to another training for any reason, a portion of tuition paid up to the date the transfer is requested will be retained by the school and a new deposit must be paid. Transfer students must complete 100% of the training they transfer to.
- Self-paced (virtual) trainings will follow a schedule provided individually for each course which outlines the timetable for each of these refund windows.