

# Arkansas Refunds and Cancellations

## Three-Business Day Cancellation

I understand that if for any reason, I am unable to enter the program, all monies paid will be refunded if requested within three business days (excluding Sundays and holidays) after signing an enrollment agreement and making an initial payment.

## Cancellation after Three-Business Days Cancellation Period, but before Commencement of the Course

Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 30 days of the notice of cancellation.

## Refunds for Students Who Withdraw After Instruction Begins (Students who are Veterans see Veteran Refund Policy below)

The official date of termination or withdrawal of a student shall be determined in the following manner:

- 1) The official date of withdrawal of a student shall be determined by the date the student contacts the institution and completes the Withdraw Request Form.
- 2) The date on which the student is terminated for a violation of a published school policy which provides for termination.

If a student withdraws or is terminated after week one, but before week two, the school may keep 10% of the tuition cost plus the \$100 registration fee and \$225 book fee. If a student withdraws or is terminated after week two but before week 3, the school may keep 25% of the tuition cost plus the \$100 registration fee and \$225 book fee. If a student withdraws or is terminated after week 3 to week 5, the school may keep 50% of the tuition cost plus \$100 registration fee and \$225 book fee. If a student withdraws or is terminated after week 5, but less than week 7, the school shall refund 25% of the tuition, less the registration fee of \$100 and used books of \$225. If a student withdraws or is terminated after week 7, the institution will retain 100% of the total cost of the program including registration and book fee.

Those wishing to withdraw for illness may resume their course of study in the next class series with no penalty. They may repeat the already completed sessions, if desired, at no additional charge with proper documentation of illness and approval. All other withdrawal reasons must be submitted through an approval process. Once approved, the student may then be transferred to the next class series with no penalty. If a student wishes to withdraw and not return to the course, he/she must first contact and inform their Regional Dean at 1.844.727.3755 and complete an exit interview and complete a Withdraw Request form. He/she will then be dropped from the course and the refund policy will be enforced.

**TEXTBOOK RENTAL POLICY:** Each student will be assigned a textbook on the first day of class. This book is rented and **MUST** be returned by the final day of class in the same condition as it was received. If a

student withdraws or transfer will NOT be processed until the textbook is returned. If a student does not return their book OR the book is returned damaged, a charge of \$125.00 will be added to their financial account. This charge will be assessed if the book is not returned within ten (10) days of the withdrawal date, termination date, transfer date, or end of class. Each instructor is responsible for making sure each student returns their textbook in the same condition in which it was received and for reporting this information to their ADAA Regional Dean.

All refunds will be issued within 30 days of withdrawal or termination.

**Example of \$2,599 Refund Table**

**(\$2,274.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,599.00)**

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$227.40+\$100+\$225=\$552.40	\$2046.60	Amt Pd minus \$552.40
2	80%	\$454.80+\$100+\$225=\$779.80	\$1819.20	Amt Pd minus \$779.80
3	50%	\$1137.00+\$100+\$225=\$1462.00	\$1137.00	Amt Pd minus \$1462.00
4	50%	\$1137.00+\$100+\$225=\$1462.00	\$1137.00	Amt Pd minus \$1462.00
5	50%	\$1137.00+\$100+\$225=\$1462.00	\$1137.00	Amt pd minus \$1462.00
6	25%	\$1705.50+\$100+\$225=\$2030.50	\$568.50	Amt Pd minus\$2030.50
7	25%	\$1705.50+\$100+\$225=\$2030.50	\$568.50	Amt Pd minus\$2030.50
Over 7	0%	\$2599	\$0	\$0

**Example of \$2,799 Refund Table**

**(\$2,474.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,799.00)**

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (if paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$247.40+\$100+\$225=\$572.40	\$2226.60	Amt Pd minus \$572.40
2	80%	\$484.80+\$100+\$225=\$819.80	\$1979.20	Amt Pd minus \$819.80
3	50%	\$1237.00+\$100+\$225=\$1562.00	\$1237.00	Amt Pd minus \$1562.00
4	50%	\$1237.00+\$100+\$225=\$1562.00	\$1237.00	Amt Pd minus \$1562.00
5	50%	\$1237.00+\$100+\$225=\$1562.00	\$1237.00	Amt Pd minus \$1562.00
6	25%	\$1855.50+\$100+\$225=\$2180.50	\$618.50	Amt Pd minus\$2180.50
7	25%	\$1855.50+\$100+\$225=\$2180.50	\$618.50	Amt Pd minus\$2180.50
Over 7	0%	\$2799	\$0	\$0

**Example of \$3,199 Refund Table**

**(\$2,874.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$3,199.00)**

<b>Weeks Enrolled</b>	<b>% Refund</b>	<b>Amount Institution Retains – Amount Student owes if not paid in full</b>	<b>Refund (if paid in full)</b>	<b>Amount of Refund (if not paid in full) *Amt pd minus amt retained</b>
1	90%	\$287.40+\$100+\$225=\$612.40	\$2586.60	Amt Pd minus \$612.40
2	80%	\$574.80+\$100+\$225=\$899.80	\$2299.20	Amt Pd minus \$899.80
3	50%	\$1437.00+\$100+\$225=\$1762.00	\$1112.00	Amt Pd minus \$1762.00
4	50%	\$1437.00+\$100+\$225=\$1762.00	\$1112.00	Amt Pd minus \$1762.00
5	50%	\$1437.00+\$100+\$225=\$1762.00	\$1112.00	Amt Pd minus \$1762.00
6	25%	\$2155.50+\$100+\$225=\$2480.50	\$718.50	Amt Pd minus \$2480.50
7	25%	\$2155.50+\$100+\$225=\$2480.50	\$718.50	Amt Pd minus \$2480.50
Over7	0%	\$3199	\$0	\$0

A graduation certificate will only be awarded to those students completing the program with a 70% or above grade average. Those students whose grade average is below 70% or students who have missed more than 3 classes will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500.

In the event the course is canceled due to low enrollment (less than 5 students), students will have the option to transfer to another location, transfer to a future start date, or withdraw from the course and receive a full refund. Students will be notified by phone, email and text.

**REFUND POLICY FOR VETERANS**

In the event a veteran fails to begin the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

**Percentage Length Scheduled to complete to Total Length of Program or Course**

**Amount of Total Tuition Owed to the School**

0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% -24.9%	45%
25% - 49.9%	70%
50% and over	100%