

Georgia Refund Policy

If tuition and fees are collected in advance of the starting date of the program and the institution cancels or makes changes to the course dates, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

Three-Business Day Cancellation

Students requesting to withdraw within (3) business days of registration will be refunded one hundred percent (100%) of the tuition and fees, including the non-refundable enrollment fee of \$100.

Refunds for Students who enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to Withdraw without penalties within three (3) days following a documented attendance at a Regularly scheduled orientation or a documented tour of the facilities and inspection of the Equipment. Institutions are required to keep records of students' initial visits and orientation.

Refunds for students who withdraw on or before first day of class

If tuition processing fees are collected in advance of the starting date of classes, and the student does not begin classes or withdraws on the first day of class, no more than One Hundred Dollars (\$100.00) will be retained by the institution due to the non-refundable enrollment fee. The refund shall be made within thirty (30) days of the withdrawal date.

Refunds for Students Who Withdraw After Instruction Begins

Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

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.

I understand that withdrawal after commencement of the classes are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program. Students will be considered enrolled into the program until a formal withdraw request is received. See Refund tables below and in catalog. Refund amounts are based on the time of enrollment, and amount paid at the time of withdrawal.

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	\$1721.60	Amt Pd minus \$552.40
2	80%	\$454.80+\$100+\$225=\$779.80	\$1494.20	Amt Pd minus \$779.80
3	70%	\$682.20+\$100+\$225=\$1007.20	\$1266.80	Amt Pd minus \$1007.20
4	60%	\$909.60+\$100+\$225=\$1234.60	\$1039.40	Amt Pd minus \$1234.60
5	50%	\$1137.00=\$100+\$225=\$1462.00	\$812.00	Amt Pd minus \$1462.00
Over 5	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	\$1901.60	Amt Pd minus \$572.40
2	80%	\$484.80+\$100+\$225=\$819.80	\$1654.20	Amt Pd minus \$819.80
3	70%	\$742.20+\$100+\$225=\$1067.20	\$1406.80	Amt Pd minus \$1067.20
4	60%	\$989.60+\$100+\$225=\$1314.60	\$1159.40	Amt Pd minus \$1314.60
5	50%	\$1237.00=\$100+\$225=\$1562.00	\$912.00	Amt Pd minus \$1562.00
Over 5	0%	\$2799	\$0	\$0

Example of \$3,199 Refund Table

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

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%	$\$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	70%	$\$862.20 + \$100 + \$225 = \1187.20	\$1686.80	Amt Pd minus \$1187.20
4	60%	$\$1149.60 + \$100 + \$225 = \1474.60	\$1399.40	Amt Pd minus \$1474.60
5	50%	$\$1437.00 + \$100 + \$225 = \1762.00	\$1112.00	Amt Pd minus \$1762.00
Over 5	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 100% of the tuition and fees collected. The refund shall be made within thirty (30) days of the planned starting date. Students will be notified by phone, email and text.

Updated 4/1/2019