

## Missouri - Refunds, Cancellations & Graduation Requirements

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, 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

If a student for any reason is unable to enter the course, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial payment.

### Cancellation after 3-Business Day Cancellation Period, but before Commencement of the Course

Tuition or fees collected in advance of entrance and if student does not begin classes or withdraws on the first day of class, 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 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 sessions.

### 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.

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

#### **Example of \$2,659 Refund Table**

**(\$2,274.00 Tuition + \$225.00 Book Fee + \$60 BLS class + \$100 Registration Fee = \$2,659.00)**

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	80%	\$454.80+\$100+\$225+\$60=\$839.80	\$1819.20	Amt Pd minus \$839.80
2	70%	\$682.20+\$100+\$225+\$60=\$1067.20	\$1591.80	Amt Pd minus \$1067.20
3	45%	\$1250.70+\$100+\$225+\$60=\$1635.70	\$1023.30	Amt Pd minus \$1635.70
4	45%	\$1250.70+\$100+\$225+\$60=\$1635.70	\$1023.30	Amt Pd minus \$1635.70
5 or more	0%	\$2659	\$0	\$0

**Example of \$2,859 Refund Table****(\$2,474.00 Tuition + \$225.00 Book Fee +\$60 BLS class + \$100 Registration Fee = \$2,859.00)**

<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	80%	\$494.80+\$100+\$225+\$60=\$879.80	\$1979.20	Amt Pd minus \$879.80
2	70%	\$742.20+\$100+\$225+\$60=\$1127.20	\$1731.80	Amt Pd minus \$1127.20
3	45%	\$1360.70+\$100+\$225+\$60=\$1745.70	\$1113.30	Amt Pd minus \$1745.70
4	45%	\$1360.70+\$100+\$225+\$60=\$1745.70	\$1113.30	Amt Pd minus \$1745.70
5 or more	0%	\$2859.00	\$0	\$0

**Example of \$3,259 Refund Table****(\$2,874.00 Tuition + \$225.00 Book Fee +\$60 BLS class + \$100 Registration Fee = \$3,259.00)**

<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	80%	\$574.80+\$100+\$225+\$60=\$959.80	\$2299.20	Amt Pd minus \$959.80
2	70%	\$862.20+\$100+\$225+\$60=\$1247.20	\$2011.80	Amt Pd minus \$1247.20
3	45%	\$1580.70+\$100+\$225+\$60=\$1965.70	\$1293.30	Amt Pd minus \$1965.70
4	45%	\$1580.70+\$100+\$225+\$60=\$1965.70	\$1293.30	Amt Pd minus \$1965.70
5 or more	0%	\$3259.00	\$0	\$0

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 a Withdraw Request Form. He/she will then be dropped from the course and the refund policy will be enforced.

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.