

Arkansas - Refunds, Cancellations & Graduation Requirements

Three-Business Day Cancellation

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

Cancellation after 3-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

1. After a student has completed less than 25% of the course (2.5 classes), the refunds shall be made on a pro rata basis. The institution shall refund 90% (1 class) or 80% (2 classes) of the tuition, less the registration fee (\$100) and used books (\$225).
2. After a student has completed 25% (2.5 classes) but less than 50% of the course (4.5 classes), the institution shall refund 50% of the tuition, less the registration fee (\$100) and used books (\$225).
3. After a student has completed 50% (5 classes) but less than 75% (7.5 classes), the institution shall refund 25% of the tuition, less the registration fee (\$100) and used books (\$225).
4. After a student has completed 75% of the course or more (7.5 or more classes), there will be no refund for the student.

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. 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 transfers from the course, they are responsible for returning their book. A refund/withdraw/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, 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.

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, students will be refunded immediately.