

Georgia - Refunds, Cancellations & Graduation Requirements

If tuition and fees are collected in advance of the starting date of a 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 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:

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, for example:

1. After a student has completed 10% of the course (1 class), the institution shall refund 90% of the tuition, less the registration fee (\$100) and used books (\$225).
2. After a student has completed 20% of the course (2 classes), the institution shall refund 80% of the tuition, the registration fee (\$100) and used books (\$225).
3. After a student has completed 30% of the course (3 classes), the institution shall refund 70% of the tuition, the registration fee (\$100) and used books (\$225).
4. After a student has completed 40% of the course (4 classes), the institution will refund 60% of the tuition, the registration fee (\$100) and used books (\$225).
5. After a student has completed 50% of the course (5 classes), the institution will retain 100% of the stated course tuition price.

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.