

## KS Refunds and Cancellations

### **Cancellation 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**

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.
  1. 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, BLS class cost (\$60), and \$225 book fee.
  2. If a student withdraws or is terminated after week two but before week 4, the school may keep 45% of the tuition cost plus the \$100 registration fee, BLS class cost (\$60), and \$225 book fee.
  3. If a student withdraws or is terminated after week 4 but before week 6, the school may keep 70% of the tuition cost plus \$100 registration fee, BLS class cost (\$60), and \$225 book fee of \$225.
  4. If a student withdraws or is terminated after week 5, the institution will retain 100% of the total cost of the program including registration, BLS course, and book fee.

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

### **Example of \$3,459 Refund Table**

*(\$3074.00 Tuition + \$225.00 Book Fee + \$60 BLS class + \$100 Registration Fee = \$3,459.00)*

<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%	\$307.40+\$100+\$225+\$60=\$692.40	\$2766.60	Amt Pd minus \$692.40
2	55%	\$1383.30+\$100+\$225+\$60=\$1768.30	\$1690.70	Amt Pd minus \$1768.30
3	55%	\$1383.30+\$100+\$225+\$60=\$1768.30	\$1690.70	Amt Pd minus \$1768.30

4	30%	$\$2151.80 + \$100 + \$225 + \$60 = \$2536.80$	\$922.20	Amt Pd minus \$2536.80
5-10	30%	$\$2151.80 + \$100 + \$225 + \$60 = \$2536.80$	\$922.20	Amt pd minus \$2536.80
Over 5	0%	\$3,459	\$0	\$0

**Example of \$3,659 Refund Table**

*(\$3,274.00 Tuition + \$225.00 Book Fee + \$60 BLS Class + \$100 Registration Fee = \$3,659.00)*

<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%	$\$327.40 + \$100 + \$225 + \$60 = \$712.40$	\$2946.60	Amt Pd minus \$712.40
2	55%	$\$1473.30 + \$100 + \$225 + \$60 = \$1858.30$	\$1800.70	Amt Pd minus \$1858.30
3	55%	$\$1473.30 + \$100 + \$225 + \$60 = \$1858.30$	\$1800.70	Amt Pd minus \$1858.30
4	30%	$\$2291.80 + \$100 + \$225 + \$60 = \$2676.80$	\$982.20	Amt Pd minus \$2676.80
5-10	30%	$\$2291.80 + \$100 + \$225 + \$60 = \$2676.80$	\$982.20	Amt Pd minus \$2676.80
Over 5	0%	\$3,659	\$0	\$0

**Example of \$4,059 Refund Table**

*(\$3,674.00 Tuition + \$225.00 Book Fee + \$60 BLS class + \$100 Registration Fee = \$4,059.00)*

<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%	$\$367.40 + \$100 + \$225 + \$60 = \$752.40$	\$3306.60	Amt Pd minus \$752.40
2	55%	$\$1653.30 + \$100 + \$225 + \$60 = \$2038.30$	\$2020.70	Amt Pd minus \$2038.30
3	55%	$\$1653.30 + \$100 + \$225 + \$60 = \$2038.30$	\$2020.70	Amt Pd minus \$2038.30
4	30%	$\$2571.80 + \$100 + \$225 + \$60 = \$2956.80$	\$1102.20	Amt Pd minus \$2956.80
5-10	30%	$\$2571.80 + \$100 + \$225 + \$60 = \$2956.80$	\$1102.20	Amt Pd minus \$2956.80
Over 5	0%	\$4,059	\$0	\$0

### **Withdraw policy**

If a student wishes to withdraw and not return to the course, the student must first contact and inform the Financial Department at 1.844.727.3755 (option 2). The student will then be dropped from the course after completing an Exit Interview Form and the refund policy will be enforced (see refund policy section).

Those wishing to withdraw from the current course and resume in the next course, must submit an application to the Financial Department. Upon approval, the student may then be transferred to the next class series with no penalty. If the student is not approved, the student must withdraw and re-enroll in the next class.

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 must report this information to their ADAA Regional Dean.

### **Cancellation of Class due to low enrollment:**

In the event the course is canceled due to low enrollment, 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. Upon a decision, a student will confirm which option by signing a revised enrollment agreement or completing an exit interview.