

## Refunds and Cancellations

### Class Cancellation before program starts

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.

### 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 classes, no more than One Hundred Dollars (\$100.00) of the tuition and processing fees may be retained by the institution. The refund shall be made within thirty (30) days of the class starting date.

### 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 documents 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

The refund policy for students attending Accelerated Dental Assisting Academy shall be as follows: 1) If a student is enrolled in less than 25% of the course (2.5 classes), the institution shall refund 75% of the tuition, less the registration fee (\$100) and used books (\$225). 2) If a student is enrolled in more than 25% of the course, the institution will retain 100% of the stated course price. If a student wishes to withdraw and not return to the course, he/she must first contact and inform the Regional Dean at 1.844.727.3755. Once completing the Exit Interview, he/she will then be dropped from the course and the refund policy will be enforced.

### Example of \$2,999 Refund Table

**(\$2,674.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,999.00)**

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	75%	\$668.50+\$100+\$225=\$993.50	\$2005.50	Amt Pd minus \$993.50
2	75%	\$668.50+\$100+\$225=\$993.50	\$2005.50	Amt Pd minus \$993.50
3	0%	\$2999.00	\$0	\$0
Over 3	0%	\$2999.00	\$0	\$0

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. Students will be notified by phone, email and text.