

Refunds and Cancellations

Cancellation within 72 hours of signed enrollment

A student shall be allowed a full refund of all monies paid if ADAA is notified within 72 hours of the enrollment agreement signed. (Midnight of the third day, excluding Saturdays, Sundays, and legal holidays).

Cancellation after Three-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 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 date on which the student is terminated for a violation of a published school policy which provides for termination.
- 2) 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.

All refunds will be issued within 40 days of withdrawal or termination.

Example of \$2,599 Refund Table

(\$2,274.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,599.00)

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	90%	\$227.40+\$100+\$225=\$552.40	\$2046.60	Amt Pd minus \$552.40
2	80%	\$454.80+\$100+\$225=\$779.80	\$1819.20	Amt Pd minus \$779.80
3	70%	\$682.20+\$100+\$225=\$1007.20	\$1591.80	Amt Pd minus \$1007.20
4	60%	\$909.60+\$100+\$225=\$1234.60	\$1364.40	Amt Pd minus \$1234.60
5	50%	\$1137.00+\$100+\$225=\$1462.00	\$1137.00	Amt pd minus \$1462.00
6	40%	\$1364.40+\$100+\$225=\$1689.40	\$909.60	Amt Pd minus \$1689.40
Over 6	0%	\$2599.00	\$0	\$0

Example of \$2,799 Refund Table**(\$2,474.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,799.00)**

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	90%	\$247.40+\$100+\$225=\$572.40	\$2226.60	Amt Pd minus \$572.40
2	80%	\$494.80+\$100+\$225=\$819.80	\$1979.20	Amt Pd minus \$819.80
3	70%	\$742.20+\$100+\$225=\$1067.20	\$1731.80	Amt Pd minus \$1067.20
4	60%	\$989.60+\$100+\$225=\$1314.60	\$1484.40	Amt Pd minus \$1314.60
5	50%	\$1237.00+\$100+\$225=\$1562.00	\$1237.00	Amt Pd minus \$1562.00
6	40%	\$1484.40+\$100+\$225=\$1809.40	\$989.60	Amt Pd minus \$989.60
Over 6	0%	\$2799.00	\$0	\$0

Example of \$3,199 Refund Table**(\$2,874.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$3,199.00)**

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	90%	\$287.40+\$100+\$225=\$612.40	\$2586.60	Amt Pd minus \$612.40
2	80%	\$574.80+\$100+\$225=\$899.80	\$2299.20	Amt Pd minus \$899.80
3	70%	\$862.20+\$100+\$225=\$1187.20	\$2011.80	Amt Pd minus \$1187.20
4	60%	\$1149.60+\$100+\$225=\$1474.60	\$1724.40	Amt Pd minus \$1474.60
5	50%	\$1437.00+\$100+\$225=\$1762.00	\$1437.00	Amt Pd minus \$1762.00
6	40%	\$1724.40+\$100+\$225=\$2049.40	\$1149.60	Amt Pd minus \$2049.60
Over 6	0%	\$3199.00	\$0	\$0