

## Virginia - Refunds, Cancellations & Graduation Requirements

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 date of cancellation.

### Three-Business Day Cancellation

If a student for any reason is unable to enter the course, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial payment.

### Cancellation after 3-Business Day Cancellation Period, but before Commencement of the Course

Tuition or fees collected in advance of entrance and if 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 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 documented 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 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.

The refund policy 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) (\$60 BLS class, \$250 VCU course, and books (\$225). After a student has completed 25% (2.5) but less than 50% of the course (5 classes), the institution shall refund 50% of the tuition, less the registration fee (\$100), \$60 BLS class, \$250 VCU course, and books (\$225). 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), \$60 BLS class, \$250 VCU course, and books (\$225).

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

### **Example of \$2,909 Refund Table**

**(\$2,274.00 Tuition + \$225.00 Book Fee +\$60 BLS class+\$250 VCU RHS course (\$250)+ \$100 Registration Fee = \$2,909.00)**

| 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 |
|----------------|----------|--|--------------------------|---|
| 1-2            | 75%      | \$568.50+\$100+\$225+\$60+\$250=\$1203.50                            | \$1705.50                | Amt Pd minus \$1203.50  |
| 3-4            | 50%      | \$1137.00+\$100+\$225+\$60+\$250=\$1772.00                           | \$1137.00                | Amt Pd minus \$1772.00  |

|        |     |  |          |                        |
|--------|-----|--|----------|------------------------|
| 5-7    | 25% | \$1705.50+\$100+\$225+\$60+\$250=\$2340.50 | \$568.50 | Amt Pd minus \$2340.50 |
| Over 7 | 0%  | \$2909                                     | \$0      | \$0                    |

**Example of \$3,109 Refund Table**

**(\$2,474.00 Tuition + \$225.00 Book Fee + \$60 BLS class +\$250 VCU RHS course+\$100 Registration Fee = \$3,109.00)**

| 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 |
|----------------|----------|--|--------------------------|---|
| 1-2            | 75%      | \$618.50+\$100+\$225+\$60+\$250=\$1253.50                            | \$1855.50                | Amt Pd minus \$1253.50  |
| 3-4            | 50%      | \$1237.00+\$100+\$225+\$60+\$250=\$1872.00                           | \$1237.00                | Amt Pd minus \$1872.00  |
| 5-7            | 25%      | \$1855.50+\$100+\$225+\$60+\$250=\$2490.50                           | \$618.50                 | Amt Pd minus \$2490.50  |
| Over 7         | 0%       | \$3109   | \$0                      | \$0   |

**Example of \$3,509 Refund Table**

**(\$2,874.00 Tuition + \$225.00 Book Fee + \$60 BLS class +\$250 VCU RHS course+\$100 Registration Fee = \$3,509.00)**

| 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 |
|----------------|----------|--|--------------------------|---|
| 1-2            | 75%      | \$718.50+\$100+\$225+\$60+\$250=\$1353.50                            | \$2155.50                | Amt Pd minus \$1103.50  |
| 3-4            | 50%      | \$1437.00+\$100+\$225+\$60+\$250=\$2072.00                           | \$1437.00                | Amt Pd minus \$2072.00  |
| 5-7            | 25%      | \$2155.50+\$100+\$225+\$60+\$250=\$2790.50                           | \$718.50                 | Amt Pd minus \$2790.50  |
| Over 7         | 0%       | \$3509   | \$0                      | \$0   |

Those wishing to withdraw for illness may resume their course of study in the next class series (transfer) with no penalty. They may repeat the already completed sessions, if desired, at no additional charge with proper documentation of illness. If a student wishes to withdraw and not return to the course, he/she has the right to do so without institutional approval; however, if a student wishes to withdraw, they must first notify our financial department via telephone at 1.844.727.3755 and complete the official exit form to initiate the refund policy.

**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.

Updated 1/1/2020