

Washington Refunds and Cancellations

Five-Business Day Cancellation

I understand that if for any reason, I am unable to enter the program, all monies paid will be refunded if requested within five business days (excluding Sundays and holidays) after signing an enrollment agreement and making an initial payment.

Cancellation after Five-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 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 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 30 days of withdrawal or termination.

Example of \$2,699 Refund Table

(\$2,374.00 Tuition + \$225 Book Fee + \$100 Registration Fee = \$2,699.00)

| 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% | \$237.40+\$100+\$225=\$562.40 | \$2136.60 | Amt Pd minus \$562.40 |
| 2 | 75% | \$593.50+\$100+\$225=\$918.50 | \$1780.50 | Amt Pd minus \$918.50 |
| 3 | 50% | \$1187.00+\$100+\$225=\$1512.00 | \$1187.00 | Amt Pd minus \$1512.00 |
| 4 | 50% | \$1187.00+\$100+\$225=\$1512.00 | \$1187.00 | Amt Pd minus \$1512.00 |
| 5 | 50% | \$1187.00+\$100+\$225=\$1512.00 | \$1187.00 | Amt pd minus \$1512.00 |
| Over 5 | 0% | \$2699.00 | \$0 | \$0 |

Example of \$2,899 Refund Table**(\$2,574.00 Tuition + \$225 Book Fee + \$100 Registration Fee = \$2,899.00)**

| 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% | \$257.40+\$100+\$225=\$582.40 | \$2316.60 | Amt Pd minus \$582.40 |
| 2 | 75% | \$643.50+\$100+\$225=\$968.50 | \$1930.50 | Amt Pd minus \$968.50 |
| 3 | 50% | \$1287.00+\$100+\$225=\$1612.00 | \$1287.00 | Amt Pd minus \$1612.00 |
| 4 | 50% | \$1287.00+\$100+\$225=\$1612.00 | \$1287.00 | Amt Pd minus \$1612.00 |
| 5 | 50% | \$1287.00+\$100+\$225=\$1612.00 | \$1287.00 | Amt Pd minus \$1612.00 |
| Over 5 | 0% | \$2899.00 | \$0 | \$0 |

Example of \$3,299 Refund Table**(\$2,974.00 Tuition + \$225 Book Fee + \$100 Registration Fee = \$3,299.00)**

| 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% | \$297.40+\$100+\$225=\$622.40 | \$2676.60 | Amt Pd minus \$622.40 |
| 2 | 75% | \$743.50+\$100+\$225=\$1068.50 | \$2230.50 | Amt Pd minus \$1068.50 |
| 3 | 50% | \$1487.00+\$100+\$225=\$1812.00 | \$1487.00 | Amt Pd minus \$1812.00 |
| 4 | 50% | \$1487.00+\$100+\$225=\$1812.00 | \$1487.00 | Amt Pd minus \$1812.00 |
| 5 | 50% | \$1487.00+\$100+\$225=\$1812.00 | \$1487.00 | Amt Pd minus \$1812.00 |
| Over 5 | 0% | \$3299.00 | \$0 | \$0 |

In the event the course is canceled due to low enrollment (less than 9 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.

Those wishing to withdraw for illness may resume their courses 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 and complete a Withdraw Request Form. He/she

will then be dropped from the course after completing an Exit Interview Form and the refund policy will be enforced.

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, termination 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.