

REFUND POLICY

Cancellation and Refund Policy for Training Programs:

1. The organization will refund all money paid if the organization cancels a class.
2. The organization will refund all money paid if the applicant cancels within three business days (excluding Sundays and holidays) after the day the enrollment agreement is signed or an initial down payment is made, as long as the applicant has not started training.
3. The organization may retain an established registration fee equal to ten percent of the total tuition cost, or one hundred dollars, whichever is less, if the applicant cancels after the third business day after signing the agreement or making an initial payment. A “registration fee” is any fee charged by an organization to process student enrollment and establish a student record system.
4. If training is terminated after the student enters classes, the organization may retain the registration fee established under (3) of this subsection, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The organization may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - (a) When the organization receives notice of the student’s intention to discontinue the training program; or,
 - (b) When the student is terminated for a violation of a published organization policy which provides for termination; or,
 - (c) When a student, without notice, fails to attend classes for 10 consecutive business days.
6. All refunds will be paid within thirty calendar days of the student’s official termination date.
7. Non-refundable fees may not exceed \$150.00
8. Textbooks, Uniforms, or other supplies are not included in tuition and not eligible for refund if not returned in original packaging, unused and within 3 days of purchase. If returned prior to the start of class, the 3-day time frame is waived.

Cancellation of Contract:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the organization at its address shown on the contract or via email, which notice shall be submitted not later than midnight of the third business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the organization within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.