



## Withdrawal Policy

There are two types of withdrawal, official and unofficial:

### Official Withdrawal

Official withdrawal refers to a student's intent to completely terminate studies at the Center, and where the student notifies the Center of such intent.

In order to officially withdraw from a program, Students must complete the Center's *Withdrawal Form* within one week of the notification of their intent. The form can be obtained from the administrative office. Students who do not submit the *Withdrawal Form* within one week from notification will be considered an unofficial withdrawal (please refer to the *Unofficial Withdrawal* policy).

A student's withdrawal date is the earlier of the following:

- notification of their intent to withdraw
- submission of the completed *Withdrawal Form*.

Students who officially withdraw from the program after completing a minimum of 60% of the coursework of the quarter/term in which they withdrew, will receive a grade of "W" (Withdrew) on their transcript if they were maintaining satisfactory academic progress at the time of their withdrawal, and "F" (Failure) if they were not maintaining satisfactory academic progress at the time of their withdrawal. There will be no grade associated with an official withdrawal with a grade of "W" in calculating the quantitative aspect of the Satisfactory Academic Progress, though it may affect the student's future eligibility for Financial Aid.

### Unofficial Withdrawal

An unofficial withdrawal is one where the program has not received notice from the student that the student has ceased or will cease attending their program or a student has notified the program of their intent to withdraw but does not complete the Withdrawal Form. An unofficial withdrawal will automatically result in the student being terminated from their program.

Students who unofficially withdraw from their program will receive a grade of "FW" (Failure due to unofficial withdrawal) on their transcript. The grade is considered an "F" grade in calculating the quantitative aspect of Satisfactory Academic Progress and may affect the student's future eligibility for Financial Aid.

When a student is considered withdrawn, a refund calculation will be done as per the refund policy. The student will be responsible for any tuition balance due based on the calculation. If a refund is due, the refund will be made to the appropriate source. A student's last day of attendance is defined as the last day in which the student participated in academically-related activity, including projects, clinical experience or examinations.

Students who subsequently decide to return to their studies can re-apply by following the *Readmission Policy* as published in the Institutional Catalog. At that time, a student can also apply for Advanced Standing. The process can be found in the *Advanced Standing Policy* as published in the Institutional Catalog.

A student who is absent without notification for one full calendar week of the program will be considered to have unofficially withdrawn from the program.

### Notification

The failure of a student to immediately notify the Licensed School Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

## Drop Period Policy

*Radiography, Radiation Therapy, Diagnostic Medical Sonography, Paramedic, Medical Assistant and Surgical Technology Programs*

Students who officially or unofficially withdraw from the program at any time during the first quarter of the program will be considered to have dropped from the program.

The procedure for dropping from the program follows the *Withdrawal Policy* as published in the Institutional Catalog and the refund to which students who drop from the program are entitled follows the applicable *Refund Policy* as published in the Institutional Catalog.

A student who is absent without notification for one full calendar week during the first quarter of the program will be considered to have dropped from the program.

Students who drop from the program within the above drop period will receive a transcript for any coursework completed and a grade of *W* if they officially withdraw or *FW* if they unofficially withdraw.

#### *Emergency Medical Technician – Basic Program*

Students in the Center’s Emergency Medical Technician – Basic Program are granted a trial period, consisting of the first fourteen instructional sessions of the program, during which no monies will be collected from students and students may drop from the program without any penalty or liability. Students who drop from the program on or before the fourteenth instructional session of the program will have no financial liability. Payment of tuition and fees is due in full upon progression to the fifteenth instructional session of the program. Additionally, students who fail to pass the 14-Session Progression Assessment as published in the *Summative Examination Policy* may be dropped from the program prior to the fifteenth session of the program.

#### *All Programs*

A student who is absent without notification for more than two consecutive school days during the first four weeks of the program will be considered to have dropped from the program.

Students who drop from the program within the above drop period will not receive credit or a transcript for any coursework completed.

## Refund Policy

After the first day of instruction, the student will be liable for the registration fee and any tuition liability as of their last day of physical attendance, defined as the last day in which the student participated in academically-related activity, including projects, clinical experience or examinations.

The non-refundable application and registration fees, as well as items of extra expense to a student, (e.g. uniform, clinical and technology fees) will not be considered in tuition refund computations.

Total tuition liability is limited to the quarter/term during which the student withdraws or is terminated, as well as any previous quarters/terms completed. The following is the refund policy:

#### *Quarter Programs*

*Diagnostic Medical Sonography, Radiography, Radiation Therapy, Paramedic, Medical Assistant and Surgical Technology Programs:*

During the first Quarter of the program:

<b>Student’s last date of attendance is during the:</b>	<b>The school may retain no more than:</b>
1 <sup>st</sup> week of the Quarter	0% of the total Quarter’s tuition
2 <sup>nd</sup> week of the Quarter	25% of the total Quarter’s tuition
3 <sup>rd</sup> week of the Quarter	50% of the total Quarter’s tuition
4 <sup>th</sup> week of the Quarter	75% of the total Quarter’s tuition
5 <sup>th</sup> week of the Quarter	100% of the total Quarter’s tuition

During the second and remaining Quarters of the program:

<b>Student’s last date of attendance is during</b>	<b>The school may retain no more than:</b>
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<b>the:</b>	
1 <sup>st</sup> week of the Quarter	25% of the total Quarter's tuition
2 <sup>nd</sup> week of the Quarter	50% of the total Quarter's tuition
3 <sup>rd</sup> week of the Quarter	75% of the total Quarter's tuition
4 <sup>th</sup> week of the Quarter	100% of the total Quarter's tuition

***Term Programs (other than EMT-Basic Program):***

During the first Term of the program:

<b>Student's last date of attendance is during the:</b>	<b>The school may retain no more than:</b>
1 <sup>st</sup> week of the Term	0% of the total term's tuition
2 <sup>nd</sup> week of the Term	20% of the total term's tuition
3 <sup>rd</sup> week of the Term	35% of the total term's tuition
4 <sup>th</sup> week of the Term	50% of the total term's tuition
5 <sup>th</sup> week of the Term	75% of the total term's tuition
6 <sup>th</sup> week of the Term	100% of the total term's tuition

During the second and remaining Terms of the program:

<b>Student's last date of attendance is during the:</b>	<b>The school may retain no more than:</b>
1 <sup>st</sup> week of the Term	20% of the total term's tuition
2 <sup>nd</sup> week of the Term	35% of the total term's tuition
3 <sup>rd</sup> week of the Term	50% of the total term's tuition
4 <sup>th</sup> Week of the Term	75% of the total term's tuition
5 <sup>th</sup> Week of the Term	100% of the total term's tuition

***EMT-Basic Program***

<b>Student's last date of attendance is during the:</b>	<b>The school may retain no more than:</b>
1 <sup>st</sup> week of the Term	No tuition liability
2 <sup>nd</sup> week of the Term	No tuition liability
3 <sup>rd</sup> week of the Term	No tuition liability
4 <sup>th</sup> week of the Term	No tuition liability
5 <sup>th</sup> week of the Term	80% of the total term's tuition
6 <sup>th</sup> week of the Term	100% of the total term's tuition

Refunds are calculated based on the total term's/quarter's tuition due, not the total tuition paid by the student up to that point. The Center will retain the percentage of tuition it is entitled to keep prior to issuing a refund. In the event that a student has not paid their tuition in full by the date the refund is calculated and/or a refund is required based on the Return to Title IV regulations (see Financial Aid policy as published in the Institutional Catalog) any money due to the Center based on the Center's refund policy will be deducted from the refund amount. After the above calculations, should a student still have a financial obligation, they must pay their financial obligation in order to remove the financial hold placed on their account. In addition, Center for Allied Health Education will not release any transcripts or academic records until any outstanding financial obligation is met.

The student's financial responsibilities are limited to the current term/quarter provided they are up-to-date on the previous term's/quarter's financial liabilities.

***Tuition Liability Chart***

For the Tuition Liability Chart, please refer to each program's *Tuition, Fees and Charges* insert.