

## **Enrollment Agreement Cancellation Policy**

Students may cancel their enrollment agreement within seven (7) business days of signing the enrollment agreement, and will receive a refund of their registration fee and any tuition paid to date.

Thereafter, a student will be liable for the non-refundable registration fee and any tuition liability as of the student's last date of physical attendance, pursuant to the *Refund Policy* as published in the Catalog.

## **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, a student 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Students who withdraw from courses or their program will receive a grade of "W" (Withdrawn) on their transcript. There will be no grade associated with an official withdrawal 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When a student is considered withdrawn, a refund calculation will be done as per the refund policy.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.

## **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/semester during which the student withdraws or is terminated, as well as any previous quarters/semesters 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 the:</b>	<b>The school may retain no more than:</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

***Semester Programs***

*EMT-Basic Program:*

During the first Semester 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 Semester	0% of the total semester's tuition
2 <sup>nd</sup> week of the Semester	20% of the total semester's tuition
3 <sup>rd</sup> week of the Semester	35% of the total semester's tuition
4 <sup>th</sup> week of the Semester	50% of the total semester's tuition
5 <sup>th</sup> week of the Semester	75% of the total semester's tuition

6 <sup>th</sup> week of the Semester	100% of the total semester's tuition
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During the second and remaining Semesters 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 Semester	20% of the total semester's tuition
2 <sup>nd</sup> week of the Semester	35% of the total semester's tuition
3 <sup>rd</sup> week of the Semester	50% of the total semester's tuition
4 <sup>th</sup> Week of the Semester	75% of the total semester's tuition
4 <sup>th</sup> Week of the Semester	100% of the total semester's tuition

Refunds are calculated based on the total semester'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, the 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 semester/quarter provided they are up-to-date on the previous semester's/quarter's financial liabilities.