Exit/Cancelation/Withdrawal

Written Notice

The student has the right to cancel their enrollment and obtain a refund of charges paid through attendance at the first

class session, or the seventh day after enrollment, whichever is later. If a student wishes to cancel, the school

requests that the student give written notice to the school via mail, email, or hand delivery. A student has the right to

withdraw from this program of instruction at any time and receive a refund of tuition if the student has completed

60 percent or less of the period of attendance.

--------------------------------------------- Student Section------------------------------------------------

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current US Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--------------------------------------------- Administration Only------------------------------------------------

Program Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Placement Test Score: \_\_\_\_\_\_\_\_ Exit Test Score: \_\_\_\_\_\_\_\_\_ Cumulative Attendance: \_\_\_\_\_\_\_\_\_

Reason for Exit:

Completion □ Withdrawal □ Termination □ Cancellation □ Other (explain below) □

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata

refund. According to California Code of Regulations, a pro rata refund pursuant to section 94919(c) or 94920(d) or

94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program

provided subtracted from the amount paid by the student. The amount owed equals the daily charge for the

program (total institutional charge, divided by the number of days in the program), multiplied by the number of days

remaining in the paid period of attendance after subtracting days the student attended, or was scheduled to attend,

prior to withdrawal. (Please note that if a student is present for at least one day of a scheduled week, the remaining days

of that scheduled week are also included for calculation purposes.) For instance, the daily charge of the program tuition

fee is $17.85 ($1625 divided by 91 days). If a student has paid $1625 for 91 days (13 weeks), and he/she only attended

classes for 14 days, the total refund will be $1375, which is calculated from $1625 (the total amount the student has paid)

- $250 ($17.85 daily charge, multiplied by 14 days).

If approved, refunds are given by check and mailed to the current US Address, within 45 days of a student’s cancellation

or withdrawal. Advance requests that students sign their names if they pick up their refund check at school, and

email the school if they receive the refund check by mail.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from

federal student financial aid program funds.