

Refund Policy

If a student withdraws from a course(s) or program, the student's refund amount will be calculated using the *Ohio State Board of Career Colleges and Schools Refund Policy 3322-1-10* which is as follows:

1. All refundable fees paid by the applicant are refunded if requested if within five (5) days after signing an enrollment agreement and making an initial payment without registration fee.
2. An applicant requesting cancellation or withdrawal more than five (5) days after signing an enrollment agreement and made an initial payment, and is less than 15% completion of the quarter, is entitled to a refund of 75% of the program tuition paid and all refundable fees paid plus a registration fee (\$125.00).
3. An applicant requesting cancellation or withdrawal more than five (5) days after signing an enrollment agreement and made an initial payment, and is between 15% - 25% completion of quarter, is entitled to a refund of 50% of the program tuition paid and all refundable fees paid plus a registration fee (\$125.00).
4. An applicant requesting cancellation or withdrawal more than five (5) days after signing an enrollment agreement and made an initial payment, and is between 25%-40% completion of the quarter, is entitled to a refund of 25% of the program tuition paid and all refundable fees paid plus a registration fee (\$125.00).
5. An applicant requesting cancellation or withdrawal more than five (5) days after signing an enrollment agreement and making an initial payment, who are more than 40% completion of the quarter, is not entitled to any refund.

Percentage of Clock Hours Attempted	Tuition Refund Amount
15% or less	75% Refund
More than 15% and less than 25%	50% Refund
More than 25% and less than 40%	25% Refund
Greater than 40%	No Refund

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the students start date to the student's last day of attendance, by the total number of clock hours in the program quarter.

Richard Medical Academy makes all required refunds within 60 days from the student's withdrawal or termination date.