

Professional Medical Careers Institute

Refund Policy for Student Admissions

Refund Policy		
Revised: June 2nd, 2025	Prepared by: Helen Taylor, RN Program Director	Date prepared: 06/02/2025
Effective Date: June 2nd, 2025	Reviewed by: Joshua Taylor, LVN, Controller	Date Reviewed: 06/02/2025
Applicable Standard: BPPE regulations and Education code 94909	Approved by: Helen Taylor, RN Program Director	Date Approved: 11/10/2016 Date Revision Approved: 06/02/2025
Policy: Refund Policy		
Purpose: to give students who cancel a fair refund of money paid for the program and materials pursuant to section 71750.		
Procedure: <ol style="list-style-type: none"> 1. Prior to enrollment the institution shall provide a prospective student either in writing or electronically with the school catalog which contains a detailed description of the institutional policies including the students' right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first day of class or the seventh day after enrolment whichever is later. 2. The student must notify the school in writing, email or verbally of intent to cancel. 3. The student who withdraws from a course after enrollment may receive a pro-rated refund for the amount of instruction paid for that was not received. 4. Cancellation is effective on the date written, electronic or verbal notice of cancellation is sent or after a student has missed 5 consecutive days of training without notification. 5. <i>A full refund is given minus a registration fee not to exceed \$250 when a student cancels on the first day of instruction or seven days after signing the enrollment agreement, whichever is later.</i> 6. If the institution sent the first lesson and materials (books, manuals or other supplies) before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of unused materials. 7. Refund calculations are based on the last day of attendance. A student is charged for an entire instructional day. An instructional day is approximately \$118.00. 8. No refunds will be given if the student has attended more than 60% of the course or semester. Those attending 60% or more of a course or semester will be liable for any tuition due. 9. The school reserves the right to cancel or reschedule a class start date due to insufficient enrollment. If this occurs, and a class is cancelled, the student may request a full refund of all monies paid less the application fee, or apply all funds paid to the next available class. 10. All refunds will be paid within 45 days from receipt of cancellation or withdrawal notice or the date the institution terminates a student for breach of attendance, conduct, academic or financial policies. 		

11. *If an applicant never attends class or cancels the contract prior to the class start day, the refund will be made within 45 calendar days of the first scheduled day of class or the date of the cancellation. The refund will be made within 45 days.*

12. If books have been ordered there is a \$150 return/handling fee for the LVN program and a \$50 return/handling fee for the CNA program.

13. Refunds are processed in the following manner:

- 1) Using the last day of attendance the amount of tuition owed to the school will be entered into the prorated refund/balance calculation worksheet.
- 2) The amount of tuition charged per day will be calculated. Then the number of weeks or days the student attended is calculated.
- 3) The amount of tuition owed per day (about \$118.00 for the VN program) \$84.00 for the CNA program is multiplied by the number of days the student was enrolled (prior to notice of cancellation).

EXAMPLE: If a VN student dropped on day 16 of a semester they would owe
 $\$118.00 \times 16 = \$1,888.00$ in tuition for that semester.

- 4) The invoice will reflect actual supplies received by the student. Some supplies may be returned if in perfect and unused condition at the discretion of administration. Cancelling students will also be charged for books, manuals, certification classes, professional services, lab fees, uniforms and other supplies provided by the institution.
- 5) If the student did not receive supplies, certification classes, professional services, uniforms or books they will not be charged for them upon cancellation. The invoice will include all tangible supplies and materials the student actually received.
- 6) When the invoice has been updated to reflect the pro-rated tuition and supply amount – either a balance due to the school or a balance due to the student will remain.
- 7) If a balance is due to the school the student will be sent a copy of the invoice by mail and email.
- 8) If a balance is due to the student a refund will be given within 45 days of the date of cancellation.
- 9) Refunds will be given to the student with a check or credit/debit card refund.
- 10) Those cancelling before completion of the course will not be awarded scholarships or discounts. Discounts and scholarships are only given to those who complete program.

Scope: Program Director, Assistant RN Program Director, Financial Administrator and Controller.

Responsibility:

1. RN Program Director and Assistant RN Program Director and Financial Administration staff.

I have reviewed the refund policy and understand that I will be charged for training days and materials, books, supplies and certification classes

Student Signature: _____ **Date:** _____

Administrator: _____ **Date:** _____