

# Student Refund Policy

## Individual Courses and Summer School

Once the student has purchased a course or courses, no refunds will be made. If you have any questions about Collegiate Preparatory International Academy's refund policy, please contact an Enrollment Counselor. You will be asked to acknowledge this policy during the enrollment process; exceptions to this policy are not offered.

## Full-Time Enrollment Student

For enrollment in either first or second semester, the date a student withdraws will determine what, if any, percentage of total private school tuition may be refunded. Please note that refunds can take up to 30 days to be processed. In some instances, a family may owe a final tuition payment at the time of withdrawal. All refunds or final payments will be calculated when reviewing the family's account as part of the withdrawal process. The registration fee paid at the time of enrollment is non-refundable. The tables below summarize the percentage of tuition refunded by withdrawal period, regardless of school year. Please refer to the Academic Calendar.

### Full Year Enrollments

Withdrawal Dates	Amount of Refund <sup>1,2</sup>
Up to and including Collegiate Prep's first day of 1st semester*	100%
Second day of 1st semester through September 30	75% of 1st semester tuition + 2nd semester tuition
Oct 1—31	50% of 1st semester tuition + 2nd semester tuition
Nov 1—30	25% of 1st semester tuition + 2nd semester tuition
December 1 through first day of 2nd semester	2nd semester tuition

Second day of 2nd semester through the last day of February	75% of 2nd semester tuition
March 1-31	50% of 2nd semester tuition
Apr 1—30	25% of 2nd semester tuition
May 1 or later	No Refund

### One Semester Enrollments

<b>1<sup>st</sup> Semester Withdrawal Dates</b>	<b>2<sup>nd</sup> Semester Withdrawal Dates</b>	<b>Percent of Total Tuition Refunded<sup>1</sup></b>
Up to and including Collegiate Prep's first day of 1st semester*	Up to and including Collegiate Prep's First day of 2nd semester*	100%
Collegiate Prep's second day of 1st semester through September 30	Collegiate Prep's's second day of 2nd semester through the last day of February	75%
Oct 1—31	Mar 1—30	50%
Nov 1—30	Apr 2—30	25%
Dec 1, or later	May 1, or later	No Refund

\*The first or second day of a semester are in reference to the Academic Calendar. This may be different than a student's actual class dates if they are starting later in the semester. Dates are subject to change.

Registration fee of \$200 is non-refundable for enrolling students per school year. A tuition deposit of \$500 is due immediately prior to classes.

For purposes of this student refund policy, first and second semester private school tuition rates as referenced above each equally represent 50% of the total tuition due, with the first semester portion being applied from the first day of the school year through the last day of second semester; and the second semester portion being applied from the first day of second semester to the last day of the school year.

<sup>1</sup>If you select a payment plan, depending on your payment cycle, you may or may not be due a refund. In some cases, you may owe Collegiate Preparatory International Academy a portion of your tuition due.

<sup>2</sup>If you withdraw between December 1st, and the first day of second semester, the total tuition due for your participation in the first semester will be adjusted to the semester tuition rate. Any refund due will be calculated using this semester tuition rate.

<sup>3</sup>If you enroll in Collegiate Preparatory International Academy for the full academic year, but choose to withdraw prior to second semester, you must withdraw on or before the first day of second semester if you wish to be released from tuition payments for the second semester. If you withdraw after the first day of the second semester, you will be obligated to pay first semester tuition plus a prorated portion of second semester tuition.

## Important Information for Full-time Enrollments

1. A delinquency in tuition payments will result in the disabling of a student's access to our education learning management system (LMS). Long-term delinquency will result in the student's withdrawal from Collegiate Preparatory International Academy.
  - On the 7th business day after a missed tuition payment, the student's access to LMS will be disabled. Access will be granted when all tuition due has been paid.
  - On the 30th day after a missed tuition payment, the student will be withdrawn from the school. Any future enrollment in Collegiate Preparatory International Academy will be disallowed until all past due balances are paid in full.
2. Failure to pay tuition may result in referral to a collections agency.
3. If you elected a monthly payment plan for tuition payment and owe any tuition at the time of withdrawal based on the above withdrawal dates, all outstanding tuition will be due at the time of withdrawal.