

Cancellation, Withdrawal, and Refund

- SVSTI shall refund 100 percent of the amount paid for Institutional Charges **(for Surgical Technology Program)**, less a \$100.00 Registration Fee and STRF Fees if cancellation is made through attendance at the end of the business day of the 14th calendar day of the first-class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. Cancellation/Withdrawal notice must be received via the SVSTI Change of Status Form within 72 hours.
- SVSTI shall refund 100 percent of the amount paid for Institutional Charges **(for Sterile Processing Program)**, less a \$100.00 Registration Fee and STRF Fees if cancellation is made through attendance at the first-class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. Cancellation/Withdrawal must be received via the SVSTI Change of Status Form within 72 hours.
- **Sterile Processing - STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the Enrollment Agreement and obtain a refund of charges minus Registration Fee paid through attendance at the first-class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. The \$100.00 (non-refundable) Registration Fee will not be refunded if the student elects to cancel.
- **Surgical Technology - STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the Enrollment Agreement and obtain a refund of charges minus Registration Fee paid through attendance before the 14th calendar day of the first-class session ____/____/____ (date), or the seventh day after enrollment, whichever is later. The \$100.00 (non-refundable) Registration Fee will not be refunded if the student elects to cancel.
- If the student wishes to cancel, Cengage eBooks and MindTap are nonrefundable; the fee is \$229.99 (1-year unlimited access), paid by the student prior to Orientation Day for the Surgical Technology Program. Refunds for items that incur extra expense to the student, such as books, tools, or other supplies, should be processed separately from refunds for tuition and other academic fees.
- Cancellation/Withdrawal notice occurs when you give written notice of cancellation/withdrawal via the SVSTI Change of Status Form. A Change of Status Form **must** be received **within 72 hours for ANY** status change. SVSTI shall issue a refund within 45 days of a student's written cancellation or withdrawal via the Change of Status Form.
- Withdrawals occur once the cancellation period has passed. Students leaving the program must complete a Change of Status Form within 72 hours of notification to ensure they do not receive a failing grade for the course/term.
- **Refund Statement:** Items of extra expense to a student, such as instructional supplies or equipment, tools, scrubs, student activities, laboratory fees, immunizations, books, eBooks, service charges, rentals, credentialing fees, registration fees, and all other charges, need not be considered in tuition refund computations found in the SVSTI Academic Catalog and website www.svsti.com, and available to all potential students prior to admissions/enrollment. All SVSTI programs shall exclude **ANY and ALL** additional student expenses from the tuition paid, in accordance with the SVSTI Refund Policy.