

WSP TUITION REFUND REQUEST FORM

Students who find it necessary to withdraw or take a leave of absence from their training program and would like to request a refund must complete and submit this form to the Washington School of Psychiatry Administrative Office at washeschool@wspdc.org. The tuition refund is calculated in accordance with the School's refund policy, as published on the official Washington School of Psychiatry website. It is the student's responsibility to be aware of the policies and to complete the withdrawal process prior to the deadline.

Last Name	First Name	MI
Training Program Name		Year in Training Program
I have discussed my situation with the chair of my training program. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Refund Request Information

This information will be used to help our office calculate the appropriate refund.

What date did you submit your withdrawal form to the WSP Administrative Office? _____

How many classes did you attend? _____ How many absences did you have? _____

Did you receive a scholarship for you education at WSP? Yes No

Acknowledgement of Responsibility

It is important for all students to understand the impact of withdrawing from WSP. **Please check the box indicating you have read and understand each statement below:**

- I understand that depending on my official withdrawal date from WSP, I may not be eligible for a refund.
- I understand that depending on my official withdrawal date from WSP, I may have financial repercussions.
- I understand that I may not be able to obtain CE credits for partially completed courses or conferences.

Student Signature: _____

Date: _____

Director Signature: _____

Date: _____

Revised: March 31, 2022

WSP REFUND POLICY

Students who intend to request a tuition refund must also submit the *WSP Tuition Refund Request Form* to the Washington School of Psychiatry Administrative Office at washeschool@wspdc.org prior to the completion of 75% of the training program's academic schedule. The tuition refund is calculated in accordance with the School's refund policy. It is the student's responsibility to be aware of the policies and to complete the withdrawal process prior to the deadline.

Should a student desire to cancel their enrollment or withdraw from the School, the following refund policy will apply:

A full refund will be granted to students not accepted by the School or to students who cancel within five (5) calendar days of submitting the signed enrollment agreement.

A full refund minus \$50 from the deposit to cover the school's administrative costs will be granted to students who withdraw and submit a completed *WSP Tuition Refund Request Form* more than five (5) calendar days after signing this enrollment agreement and more than 15 calendar days before the training program or class begins.

The remaining \$250 of the deposit shall be refunded upon receipt of a student's completed *WSP Withdrawal Form* fourteen (14) calendar days before the training program or class begins. If a student withdraws thirteen (13) calendar days or less prior to the course start date or conference date, the School will allow the student to enroll in a future session of the scheduled course or transfer to another course.

If a student enters training and withdraws from a program prior to completion of seventy-five percent (75%) of the academic year's scheduled program, the school will refund to the student a sum which does not vary more than ten percent (10%) from the exact pro rata portion of paid tuition, less a \$50 administrative fee. This prorated amount is to be determined by the ratio of the number of weeks or lessons in the series completed by the student (including absences) to the total number of weeks of instruction offered. Any portion of a week's attendance by a student shall be considered a full week's attendance.

After seventy-five percent (75%) of the academic year's training program has been completed, no refund will be made.

All refunds due will be made within forty-five (45) days of the student's effective withdrawal or cancellation date.

Students who are dismissed will not be refunded if the cause of dismissal is due to academic or clinical misconduct; insufficient academic and/or training progress; failure to meet program requirements; violation of any WSP policies; non-payment of fees; or violation of ethical/professional standards in the program's handbook or professional society. Dismissals occur at the discretion of the program Chair, in direct consultation with the Director of Education.

Revised: March 31, 2022

Washington School of Psychiatry, in its sole discretion, may grant exceptions to this policy under appropriate circumstances.

WSP TUITION REFUND CHECKLIST	
<input type="checkbox"/>	Did you review your copy of the signed enrollment agreement form or our website to learn about our Withdrawal and Refund Policies?
<input type="checkbox"/>	Did you review your course schedule to see if you are eligible for a prorated tuition refund?
<input type="checkbox"/>	Did you discuss your situation with the chair of your program (and/or other trusted program faculty, if necessary)?
<input type="checkbox"/>	Did you discuss your situation with the Director of Education & Membership (if necessary)?
<input type="checkbox"/>	Did you complete the WSP Withdrawal Form and gather the required relevant signatures?
<input type="checkbox"/>	Did you complete the WSP Tuition Refund Request Form?
<input type="checkbox"/>	Did you submit the WSP Tuition Refund Request Form (and WSP Withdrawal Form) to the Washington School of Psychiatry Administrative Office via email at washeschool@wspdc.org ?

Revised: March 31, 2022