

## **Tuition, Cancellation, & Withdrawal Policy (ACCS Compliant)**

**Purpose:** To establish clear financial guidelines regarding course cancellations, withdrawals, and pro-rata refunds.

### **Policy Guidelines:**

- **Course Cancellation:** If PTM Academy cancels a scheduled 14-week program prior to the start date, all enrolled trainees will be offered placement in the subsequent cohort or a 100% refund of any personally paid tuition and fees.
- **Trainee Withdrawal:** A trainee may withdraw from the program at any time by submitting a formal, written notice to the Lead Project Director via email. The official date of withdrawal is recorded as the date the written notice is received.
- **Pro-Rata Refund Policy:** In strict compliance with state regulations, trainees who withdraw after the commencement of classes will be subject to a strict pro-rata refund policy. Trainees will only be billed for the percentage of the 14-week synchronous instruction they completed prior to the official withdrawal date.