



CANCELLATION AND REFUND POLICY

If for any reason, an applicant is not accepted by Arizona School of Myotherapy, or the school cancels the scheduled course, the application money is returned including the tuition and any expenses fees paid.

The applicant who provides a written notice of cancellation within three days (excluding Saturdays, Sundays, and federal holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide a 100% refund.

For an enrolled student, the refund due will be determined by using the Arizona State Board for Private Postsecondary Education requirements. The calculation will use the last date of attendance (LDA) and be paid within forty five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

Arizona School of Myotherapy calculates all student refunds using the payment period. The percentage of a period completed is calculated by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period. The date of withdrawal is considered the last day of attendance.

When Calculating the Arizona State Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the payment period is completion, shall receive a prorated refund based upon the tuition fees assessed. The student is financially responsible for the number of clock hours offered to date. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition

cost due for this course of study. Any fees already paid above this percentage will be refunded within 45 days. The refund breakdown is as follows.

- 1. If 10% or less of the program payment period has expired, a refund of 90% will be refunded.
- 2. If more than 10% and less than or equal to 20% of the payment period has expired, a refund of 80% will be refunded.
- 3. If more than 20% and less than or equal to 30% of the payment period has expired, a refund of 70% will be refunded.
- 4. If more than 30% and less than or equal to 40% of the payment period has expired, a refund of 60% will be refunded.
- 5. If more than 40% and less than or equal to 50% of the payment period has expired a refund of 50% will be refunded.

No refunds will be made after **50%** of the program payment period is completed, and full tuition is due.

There are **no refunds** for administrative fees, equipment, books, and starter kits received by the student after the three-day cancellation period.