

Institutional Refund Policy

Institutional Refund for Cancellation of Enrollment

A student in any ground or online program who provides written or verbal notice of cancellation within three business days (excluding federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Fees paid to third-party agencies for registration items such as entrance exams, immunizations, drug screenings, background checks, etc., will not be refunded by the College. All books issued to a student will be billed to the student unless returned unopened and in new condition.

A student canceling enrollment in a ground or online program after the three-day cancellation period but before the first day of the class start will not be charged tuition and will receive a refund of all monies paid. Subsequent to notice of cancellation, online students that cancel or are cancelled during the first term of enrollment through the end of the second week will not incur financial responsibility for the materials and cost of the program. To ensure proper cancellation, students should notify the Campus Administration Office verbally or in writing of the intent to cancel their enrollment.

Institutional Refund Policy for Withdrawal from Enrollment

Withdrawal after the student's first day of class will result in a proration of tuition billed equal to the percentage of the semester completed. This is calculated by dividing the number of calendar days from the semester start date to the student's last date of attendance by the total number of calendar days in the semester. For example, if a student completed 25 days out of a 100-day semester, the student will be charged 25% (twenty five percent) of total tuition billed for the semester. Once a student completes 60% (sixty percent) or more of the semester the student is responsible for 100% (one hundred percent) of tuition billed for the semester. If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student's tuition, excess funds will be refunded to the proper agency. For recipients of Federal Financial Aid, the Federal Return of Title IV Funds hierarchy is adhered to.