

CANCELLATION AND REFUND POLICY

Denial: An applicant denied by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. The school shall provide the 100% refund within thirty (30) days of receiving the notice of cancellation.

Other Cancellations: An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid. (Minus an administrative/registration fee such as: Practical Series \$150.00 and Pastry Series \$75.00)

Refund after the commencement of classes:

- I. Procedure for withdrawal/withdrawal date:
 - a. A student choosing to withdraw from the school after the commencement of classes is required to provide written notice to the Director of the school. The notice should indicate the expected last date of attendance and should be signed and dated by the student.
 - b. For a student who is on an authorized Leave of Absence, the withdraw date is defined as the date the student was scheduled to return from the Leave of Absence but failed to do so.
 - c. A student will be determined to be withdrawn from the school if the student has failed to attend any class for over thirty (30) consecutive class days.
 - d. All refunds will be issued within thirty (30) days of the determined date of the student withdrawal date.
- II. Tuition charges/refunds:
 - a. Prior to the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee)
 - b. After the first week of classes, the tuition refund (less the registration fee) shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required

The percentage of the clock hours accomplished is determined by dividing the total number of clock hours elapsed from the student's start date through the student's last day of attendance by the total number of clock hours in the program.

Refunds will be issued within thirty (30) days of the date of student withdrawal notification or date of school determination (withdrawal due to absences or other criteria as specified above), or in the case of a student not returning from an authorized Leave of Absence (LOA), within thirty (30) days of the date the student was scheduled to return from the LOA and did not return.