

Enrollment Agreement

A deposit is required to hold your spot in a class, with the balance due the first day of class. The deposit is non-refundable and non-transferrable.

Refund Policy

Tuition Last Updated: 12/22/2022

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule: Cancellations must be made in person or by certified mail. All monies will be refunded if the school does not accept the applicant. If the student cancels within three (3) business days after signing the enrollment agreement, and the class start date is more than three (3) business days away, all monies will be refunded with the exception of the \$100 registration fee. If the student cancels or withdrawals after the program has begun, no refund will be issued. All refunds will be made within 30 days of termination or receipt of cancellation notice.

Textbook and Registration Fees Last Updated: 12/22/2022

No refunds will be given on a textbook that has been written in, marked, or otherwise damaged. If the textbook is in good condition, a refund will be made according to the tuition refund rules. A registration fee of \$100 is included as part of the total price. The registration fee is non-refundable under any circumstances.

Package Deals Last Updated: 12/22/2022

There are some classes that offer a "package deal". This means multiple services are lumped together and provided at one price. Refunds of a package deal will be made using the "Individual Fees" for the refund amounts. The refunds will be made for the state certification exam first, followed by textbooks, uniforms, registration fees, and lastly tuition. The total refund amount will never exceed the fee paid.

State Certification Exam Fee Last Updated: 12/22/2022

In accordance with testing company policy, there are no refunds for state certification fees. Once fees are submitted for the state certification fee, which occurs on the first day of class, it is the student's responsibility to obtain a refund from the testing company.

Rescheduling Last Updated: 12/22/2022

Class start dates must be selected at the time of registration. Class start dates can be changed with one week's notice. The only time a class date can be changed with under one week's notice is if there is a documented emergency.

Class Cancellation Last Updated: 12/22/2022

A full refund of all fees paid will be made for classes that are canceled regardless of length. The refunds will be made to the appropriate agency or student as prescribed above.

Deposits Last Updated: 12/22/2022

A deposit may be submitted to hold your seat in a class. The deposit is non-refundable under any circumstances. The only way to get a refund for tuition, exam fees, etc. is to pay all the money owed prior to cancellation. Deposits must be via credit card, cash, or money order. If a deposit is made, the balance of the money is due no later than the first class session. If the balance is not paid, a student may be removed from the class and forfeit their deposit.