

You may cancel this enrollment agreement and receive a refund by providing a written notice to John T. Collins, II, Vice President Vocational Services.

**F. REFUND INFORMATION**

The student has a right to a full refund of all charges less the amount of \$ 75.00 for the registration fee if he/she cancels this agreement prior to or on the first day of instruction. Students enrolled in a correspondence course shall have the right to cancel until midnight of the eighth business day after the first lesson was mailed. The amount retained for registration fee may not exceed one hundred dollars (\$100).

All equipment, supplies, books, uniforms, and professional tools of the trade are considered the property of the student. There are no refunds for any of these items once purchased. All personal property left on the premise after sixty (60) days is considered abandoned. All students who graduate, or are terminated or abandoned the program of instruction will have 60 days to claim any personal property. This property includes but is not limited to; articles of clothing, books, equipment, photographs, and/or supplies.

In addition, the student may withdraw from a course after instruction has started and receive a pro rated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. **For example, if the student completes only 30 hours of a 90 hour course and paid \$300.00 tuition, the student would receive a refund of \$200.00:**

\$300 x	60 clock hours of instruction	= \$200.00
amount paid	<u>paid for but not received</u>	refund
for instruction	90 clock hours of instruction	amount
	for which the student has paid	

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

**G. FEES AND CHARGES**

The student is responsible for the following fees and charges:

Registration:	\$ _____	(Non-refundable)
Tuition :	\$ _____	
Equipment:	\$ _____	Itemization (optional)
Textbooks:	\$ _____	Itemization (optional)
Other:	\$ _____	Itemization:
Non-Refundable Charges:	_____	Itemization: