Full-time Program Refund Policy  
Fall & Spring Semester
- For withdrawal prior to the placement examination, there is a $100 nonrefundable fee and a $25 nonrefundable registration fee.
- For withdrawal after the placement exam and before the first class, students are refunded 90% of tuition.
- For withdrawal during the first week of class, students are refunded 75% of tuition.
- For withdrawal during the second week of class, students are refunded 50% of tuition.
- For withdrawal during the third week of class, students are refunded 25% of tuition.
- For withdrawal after the third week of classes, there is no refund granted.
- The $25 registration fee is non-refundable.

Full-time Program Refund Policy  
Summer One & Two Semester
- For withdrawal prior to the placement examination, there is a $100 nonrefundable fee and a $25 nonrefundable registration fee.
- For withdrawal on or before the second class, students are refunded 50% of tuition.
- For withdrawal on or before the fourth class, students are refunded 25% of tuition.
- For withdrawal after the fourth class, there is no refund granted.
- The $25 registration fee is non-refundable.

Part-time Program Refund Policy  
Fall, Spring & Summer Semester
- For withdrawal prior to the placement examination, students are refunded 90% of tuition.
- For withdrawal prior to the second class, students are refunded 75% of tuition.
- If a student withdraws during or after the second class, there is no refund granted.
- The $25 registration fee is non-refundable.

All refunds must be requested in writing.

☐ By checking this box, I certify that I have read and understood the above refund policy for both full-time and part-time.
All refunds may take up to four (4) to six (6) weeks. Registration, application and material fees are nonrefundable. Registering late and non-attendance does not exclude students from refund policy.

Print your name  Sign your name  Today's date

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