



STUDENTS RIGHT TO CANCEL OR WITHDRAW AND REFUND POLICY

A student has the right to cancel or withdraw their agreement for a course of instruction, without penalty or obligation less a **\$250 registration fee, and any additional fee including, incidental costs, totaling \$1,000.00 will be made non-refundable after the first-class session, or the seventh day after enrollment, whichever is later.** Student will also have the right to stop school at any time and will only receive a **pro-rata refund if you have completed sixty (60) percent or less of the program.**

Cancellation or withdrawal will occur when the student provides a written notice of cancellation at the school address: 2119 West March Lane, Suite A, Stockton, CA 95207, that expresses the student's intentions that they no longer wish to be bound by the Enrollment Agreement. Any absence, no show or tardy will count towards days completed. There will be no exceptions. The amount of this refund is determined on a "pro-rata" basis according to the unfinished portion of the program less the aforementioned fees and non-refundable fees listed above.

For purposes of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following, but not limited to occurs:

- The date in which the student notifies the school of withdrawal in writing
- The school terminates the student's agreement for failure to maintain satisfactory progress, failure to abide by the school's rules and regulations, absence in excess of the maximum set forth by the school
- The student has failed to attend class: (A) for three (3) days of the Class A program or (B) for one (1) day of the Class B program
- Failure to return from a leave of absence
- Failure to meet the financial obligation

For purposes of determining the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. If the student defaults on a federal or state loan both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund;and
- (2) The student may not be eligible for any other governmental financial assistance at another institution until the loan is repaid.

The date by which you must exercise your right to cancel is _____ / _____ / _____

Student initial

Student Name - Print

Student Signature

Date

School Official

Date