



CANCELLATION AND REFUND POLICY

These policies support and extend COMTA Accreditation Standard XII.B.3. As such, institutions must demonstrate compliance to both.

Standard XII.B.3: Student Finance & Tuition Policies

The tuition and refund policies are published, easy to understand, applied equitably, and comply with the COMTA Cancellation and Refund Policy.

1. Tuition policy addresses adjustment of charges in following cases:
 - a. Student withdrawal before program start date,
 - b. Student withdrawal after the program start date,
 - c. Student dismissal, and
 - d. Cancellation of classes by the school.
2. Policies are in compliance with all federal and state laws
3. Refund policy is based on a percentage of course or term completed, plus applicable administrative costs.
 - a. Administrative fees may be charged
 - b. After a certain percentage of completion (e.g. 60% or a number of weeks out of a total), the remainder of tuition may be retained by the school
4. Refunds are calculated from the last day of attendance and made within forty-five (45) days of the termination date.
5. Policy defines an official termination date for non-starts and dropouts.
6. Written records are maintained on enrollment cancellations and tuition refunds.