

NOTICE OF CANCELLATION AND WITHDRAWAL POLICY

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To cancel, write or call Vidella Waller, Director, at 3860 Crenshaw Blvd, suite 229, Los Angeles, CA 90008, phone: (323) 291-8173.

GROUNDINGS FOR CANCELLATION/TERMINATION BY THE SCHOOL – subject to termination by the Director.

A student is subject to termination for violating any of the following:

- Failure to maintain satisfactory progress (maintain at least 70% on tests);
 - Failure to comply with the school's attendance policy; unexcused absences greater than 20% of the required hours of attendance;
 - Failure to comply with the school's conduct policy;
 - Failure to meet financial obligations to the school.
- Violation of any of the conditions as set forth, and agreed to the Enrollment Agreement.

PROCEDURES FOR CANCELLATION/TERMINATION BY THE STUDENT

If a student wishes to terminate the training, the student should notify the school Director in writing. Notice may be hand delivered with a signature of staff when remitted, or mailed with proof of mailing in which the school will pay for proof of mailing.

SCHOOL'S REFUND POLICY & REFUND PROVISIONS

A pro-rata refund from the last day of recorded attendance will be made to students dismissed due to a violation of the code of conduct:

- Repeated tardiness (1 or more times) and/or class absences without prior notification to instructor
- Failure to make up excused absences
- Disruptive behavior, foul language, possession of drugs or alcoholic beverages
- Theft of property from the school, clinical setting, staff or other students
- Failure to arrive to clinical location without a uniform. Three warnings will be given before dismissal
- Cheating on examination

BUYERS RIGHT TO CANCEL.

The student has the right to cancel the signed enrollment agreement for a course of instruction including any equipment such as books, materials, supplies or any other goods related to the instruction inferred in agreement, **until midnight of the fifth business day** after the first class attended. Business day means a day in which you are scheduled to attend a class session. If the agreement is cancelled, the School will refund any money that was paid within 30 days after notice is received. Cancellation occurs when written notice of cancellation is given to the School at the address specified on the Agreement. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed, with postage prepaid. If the student is rejected for training, or if a course is cancelled, the student will receive a full refund. If the student withdraws after the cancellation period, all tuition, fees and other charges shall be refunded on a pro rata basis, less a registration/administrative fee of \$75 and STRF Fee of \$2.50 (if applicable).

Equipment: If the student obtains equipment, as specified as a separate charge, and return it in good condition within 30 days following the date of your cancellation, the school shall refund the charge for the equipment paid by the student. If the student fails to return the equipment in good condition, allowing for reasonable wear and tear, within a 30-day period, the school may deduct its documented cost for the equipment from any

refund that may be due. Once the student has paid for the equipment, it becomes the property of the student without further obligation.

WITHDRAWAL FROM COURSE

The student has the right to withdraw from the School at any time. If the student withdraws from the course of instruction after the cancellation, which is until midnight of the fifth business day following the first class attended, the School will remit a prorated refund less a registration fee not to exceed \$75 and STRF fee of \$2.50 within 30 days following withdrawal. The student is obligated to pay only for educational services rendered and any unreturned equipment.

CALCULATING THE REFUND

The refund to be paid to a student shall be the total amount paid for educational services, less the registration fee not to exceed \$75 and STRF fee of \$2.50, divided by the total number of hours in the program and the quotient is the hourly charge for instruction. The amount owed to the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction. The refund would be any amount in excess of the amount calculated of educational services rendered that was paid by the student. If equipment was received and returned in good condition within 30 days following the date of withdrawal, the School shall refund the amount paid for the equipment. If equipment was received and the student failed to return it in good condition within 30 days following the date of withdrawal, the School may retain the documented cost of the equipment. The student is liable for the amount, if any, where the pro rata or documented cost of the equipment exceeds the refund amount. If the student has paid more than they owe, a refund will be issued within 30 days of withdrawal. If the amount owed is more than that which was paid, arrangements must be made to pay the difference. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. The school will also refund money collected for sending to a third party on the student’s behalf such as license or application fees.

Hypothetical Refund Example

Assume that the student enrolls in a 150 hour course, pays \$1,200 for the tuition, \$75 for registration, and \$200 (fair market value) for the equipment and then withdraws after completing 30 hours (20%).

\$1,277.50	less \$77.50	= \$1,200
\$1,200 Tuition	Registration/STRF Fee	Total money to
\$77.50 Registration/STRF Fee	retained by School	determine refund
\$1,200	divided by 150 hours	=\$8.00/hour
multiply 30 hours x \$8.00/hour	=	\$240 educational services rendered
\$1,200	less \$240	= \$960
Total money for refund	educational services rendered	
excess of services rendered \$960	plus \$200	= \$1,160
Initial refund due to student	fair market value of equipment	

TOTAL REFUND DUE STUDENT

For the purpose of determining the student obligation for the time attended, the student will be considered to have withdrawn from the course when:

The School receives notification of withdrawal, or the actual date of withdrawal

The School terminates the enrollment as provided in this enrollment agreement

The student fails to attend classes for a two-week period, in this case the date of withdrawal will be deemed to be the last date of recorded attendance.

Failure of the student to return from a leave of absence

If any portion of your tuition was paid from proceeds of any agency, the refund will be sent to the lender or the agency that guaranteed payment of your tuition.

Any amount of refund in excess of the unpaid balance of the loan will be first used to repay any agency you received benefits, in proportion to the amount of the benefits received. Any amount greater will be paid to you. If there is a balance due, you will be responsible for paying that amount.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution's cancellation and refund policies have been clearly explained to me.

Student Signature _____ Date _____