

Refund Policy

Enrollment- 8 weeks or longer:

After a student submits a request for withdrawal, the tuition refund will be made within 30 days according to the following:

Withdrawal before the first day of instruction	100%
Withdrawal before the first half of instruction (mid-point of the session*) is completed	50% **
Withdrawal any time after the mid-point	No Refund

- Refunds will be issued less the \$125.00 registration fee.
- Charges for books, audio materials, and supplies are non-refundable.

*One session is 8 weeks. The mid-point of a session is 4 weeks.

**The refund amount is calculated by subtracting the used tuition amount (of the completed session) from the total tuition paid.

Prepayment for tuition may be made at any time. In the event of a cancellation prior to the beginning of instruction, a full refund (100%) will be given.

Enrollment- shorter than 8 weeks:

After a student submits a request for withdrawal, tuition refund will be made within 30 days according to the following:

Withdrawal before the first day of instruction	100%
Withdrawal from courses of 4 weeks or less	No refund
Withdrawal before the mid-point of the session* for enrollment in classes longer than 4 weeks	50%
Withdrawal after the mid-point	No refund

- Refunds will be issued less the \$125.00 registration fee.
- Charges for books, audio materials, and supplies are non-refundable.

*A session is the total number of weeks of enrollment. The mid-points for enrollments of 5, 6, or 7 weeks are 2.5, 3, and 3.5 respectively.

**The refund amount is calculated by subtracting the used tuition amount (of the completed session) from the total tuition paid.