

Refund Policy

Enrollment- 8 weeks or longer:

Transactions made via cash or check will be refunded via check. Transactions made via credit card will be refunded back to the same credit card used for that transaction. If a refund cannot be made back to the same credit card due to our processing company's refund period, the refund will be processed via check. All refunds will be made within 30 days of confirming the refund request.

Withdrawal before the first day of instruction	Full Refund
Withdrawal before the last 4 weeks	Partial Refund**
Withdrawal within the last 4 weeks	No Refund

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

*The refund amount is calculated by subtracting the used tuition amount (of the tuition period [every 4 weeks]) from the total tuition paid.

**Refunds on student promotions: the refund amount is calculated by subtracting the full (non-promotional) price of the used tuition amount of the completed session from the total promotional 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%) minus the non-refundable registration fee 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	Full Refund
Withdrawal from courses of 4 weeks or less	No Refund

**For 5, 6, or 7-week enrollment, the refund amount is calculated by subtracting the used tuition amount (first 4 weeks) from the total tuition paid.*

Withdrawal after the first 4 weeks is not eligible for a refund.

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