



Cancellation & Refund Policy

If for any reason an applicant is not accepted by the Institute, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an Enrollment Agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations. An applicant requesting cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid, less the registration fee of \$200.00.

Refund After the Commencement of Classes:

1. Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the Institute after the commencement of classes is to provide written notice to the Director of the Institute. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days. The last date of attendance is the last date the student posted attendance either online or in-seat.
- D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges/refunds:

- A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition (less the registration fee of \$200.00).
- B. After the commencement of classes, the in-class tuition refund (less the registration fee of \$200.00) amount shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required



The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Forklift Program Only: As a short-term program consisting of six hours of coursework, the Institute will follow the above published pro-rata refund policy for a student who starts the program and who notifies the school that he/she does not wish to complete all the scheduled hours. In this case, a student's start date and last date of attendance are the same, and the number of hours attended will be divided by six (6) to determine the percentage of clock hours attempted and the corresponding tuition refund amount.

Books, supplies, and fees. Books, materials, or supplies are not refundable once the student has taken possession of the materials due to current the 2021 COVID precautions. Students who cancel will be responsible for the full cost of any books, materials, or supplies that they have received.

Refunds. Refunds will be issued within 30 days of the date of student notification, or date of Institute determination (withdrawn due to absences or other criteria as specified in the Institute catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return. If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any agencies from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.