

## **METIME ACADEMY REFUND & CANCELLATION POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- If an applicant is not accepted by the school, the applicant shall be entitled to a refund of all monies paid.
- Cancellations can be made in person, by electronic mail, by Certified mail, or by termination. The postmark date on the written notification will determine the cancellation date or the date said information is delivered to the school Director in person. This policy applies regardless of whether the student has started the program.
- If a student cancels his/her enrollment in writing and requests his/her money back within three (3) business days of the signing of the contract, all monies collected by the school will be refunded with the exception of the registration \$150.00 fee.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.00.
- A student should notify the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 40.0%	Pro-rated
40.1% to 49.9%	70%
50% and over	100%

Any monies due to a student who withdraws from the institution shall be refunded within 30 days of a determination that the student has withdrawn, whether officially or unofficially.

If the course is canceled after a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course later. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. For collections, students must contact the school to make the necessary payment arrangements to settle any outstanding balance due to the school. Please note that failure to make payments may result in this balance being placed with a collection agency.