



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Cancellation and Refund Policy

Effective Date: August 2018

TITLE: Program Cancellation and Refund Policy

RATIONALE: To ensure a refund policy is established that is consistent with governing entities.

POLICY/PROCEDURE:

Payment of course fees, either the instalment or full payment, is due by the start date/time of the program. Any student that does not show up on the first day of class or chooses to cancel their enrollment agreement prior to the start date/time of the class will be treated as a cancellation and a full refund will be issued to the student within 45 calendar days of the first scheduled day of class or the date of cancellation, whichever comes first. Also, a full refund will be issued if an applicant is rejected prior to the start date/time of the course, or the program is cancelled by the Squad. A student is classified as a “withdrawal” if he/she attends at least one class but does not complete the program. Any student that withdraws or is dismissed and has completed less than 70% of the period of attendance for which the student is charged will be issued a pro-rated refund based on the last date of attendance and paid within 45 calendar days from the documented date of determination. (*The Date of Determination is the date the student notifies the institution of withdrawal or the date the institution dismisses the student.*) The refund will be less the non-refundable fees not to exceed \$200.00. If the student has completed 70% or more of the period of attendance for which the student is charged, the tuition is considered fully earned and the student will receive no refund.

RESPONSIBLE PERSONNEL:

All Instructional Faculty, Staff, and Administration