



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

**POLICY:** Refunds

**Effective Date:** September 1, 2018

**TITLE:** Student Refunds

**RATIONALE:** To ensure that the cancellation and/or refund policies are consistently administered in a fair manner that complies with statutory, regulatory, and accreditation requirements.

### **POLICY:**

*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.*

### **PROCEDURE:**

Students who do not show up on the first day of class, or chooses to cancel enrollment prior to the start date/time of the class will be treated as a cancellation.

The Education Director will complete a "Refund Calculation Worksheet" and submit it with any and all supporting documentation to the CFO.

The CFO will issue a reimbursement check based on the amount indicated on the Refund Calculation Worksheet and mail the check to the student.

A student may choose to pick up the check in person, if he or she makes arrangements with the Education Director and/or CFO in advance.

### **RESPONSIBLE PERSONNEL:**

CFO, Education Director