

Institutional Refund Policy

A student who cancels within 7 days of signing the enrollment agreement receives all monies returned. Thereafter the student will be liable for the cost of any textbooks or supplies accepted plus tuition liability as of the students' last date of physical attendance. If student termination withdrawal occurs during the first week of the program the student owns no tuition liability. Thereafter, a refund policy will be used in which the student will only be charged according to the chart below. Tuition liability is divided by the number of the weeks in the program. Total tuition liability is limited to the term/quarter during which the student withdrew or was terminated, and any previous terms/quarters completed. The number of terms/quarters in the program depends on the number of weeks in the program. The student should refer to their schedule and use the following calculation for the number of weeks in the program.

<i>"Terms" for NYS Refund Policy;</i>	Term Type	Number Of Terms	Term Length In weeks
Accounting & Bookkeeping – Day (31 Weeks)	Semester	2	15.5
Accounting & Bookkeeping – Eve-Eve/Wknd (39 Weeks)	Quarter	3	13
ESL & Business Communications – Day (45 Weeks)	Semester	3	15
ESL & Business Communications– Eve-Eve/Wknd (56 Weeks)	Quarter	4	14
Medical Assistant Program – Day (31 Weeks)	Semester	2	15.5
Medical Assistant Program – Eve-Eve/Wknd (39 Weeks)	Quarter	3	13
Medical Assistant Advanced – Day (45 Weeks)	Semester	3	15
Medical Assistant Advanced– Eve-Eve/Wknd (56 Weeks)	Quarter	4	14
Home Health Aide (84 hours)	Semester	1	5
Diagnostic Ultrasonography (85 weeks)	Semester	4	21

Tuition liability is calculated based upon the scheduled class days through the student's Last date of Attendance (LDA), regardless of number of absences prior to the LDA. The tuition liability schedule is as follows:

Refund Policy	School May Keep	(b) Subsequent Quarters	School May Keep
If Termination Occurs			
Prior to or during the first week	0%	During the first week	25%
During the second week	25%	During the second week	50%
During the third week	50%	During the third week	75%
During the fourth week	75%	After the fourth week	100%
After the fourth week	100%		

Mini Refund Policy for programs under 6 weeks in duration	School May Keep	(b) Quarter Refund	School May Keep
0 – 15 % of the program	0%	Prior to or during the first week	
16 - 30 % of the program	25%	During the second week	0%
31 – 45 % of the program	50%	During the third week	25%
46 – 60 % of the program	75%	During the fourth week	50%
After 60 % of the program	100%	After the fourth week	75%