

## **CANCELLATION and REFUND POLICY**

This policy is in accordance with Washington Administrative Code 490-105-130 and applies to all terminations, for any reason, by either party.

1. The school will fully refund all money paid if the school cancels the class or workshop. Refunds will be issued within 30 days of the determination.
2. The school will fully refund all course tuition and fees paid if the registrant withdraws not later than midnight on the fifth day (excluding Sundays and holidays) after signing and submitting the course registration or making an initial payment, provided the course or workshop has not commenced.
3. After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to ten percent of the total tuition cost. "Registration fee" refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.
4. The official termination date of a student shall be the last date of recorded attendance, onsite or online, when withdrawal occurs in any of the following manners:
  - a. When the school receives notice of the student's intention to discontinue with the training.
  - b. When the student is terminated for a violation of a published school policy, which provides for termination.
  - c. When a student, without notice to the institution, fails to attend classes for 30 calendar days.
5. If the registrant withdraws from the course or workshop after it commences, the student is financially obligated to the school according to the following formulas or maximum charges:
  - a. Termination during the first week or ten percent of instruction: school may retain ten percent of tuition cost plus established registration fee.
  - b. Termination after first week or ten percent of instruction, whichever is less, but prior to completion of 25 percent of contracted instruction time: school may retain 25 percent of tuition cost plus established registration fee.
  - c. Termination after completion of first 25 percent but prior to completion of 50 percent of contracted instructional time: school may retain 50 percent of tuition cost plus established registration fee.
  - d. Termination after completion of more than 50 percent of contracted instructional time: school may retain full tuition cost plus established registration fee.
6. If the school discontinues any program of instruction after training has begun, the students enrolled are entitled to a pro rata refund of all tuition and fees paid unless comparable training is arranged by the school to be provided at another public or private vocational school and such arrangements are agreed to in writing by the student (except as provided by WAC 490-100-220 (4)).

This agreement will be binding only when it has been fully completed, signed and dated by the student and an authorized representative of the school prior to the time instruction begins. Any changes in the agreement will not be binding on either the student or the school unless such changes have been acknowledged in writing by an authorize representative of the school and by the student or the student's parent or guardian if a minor.

Notice to the Buyer: Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog and any other papers you sign and are required to sign a statement acknowledging receipt of those. It is an unfair business practice for the school to sell, discount or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors and a written statement notifying all parties that the cancellation and refund policy continues to apply.

This school is licensed under chapter 28C.10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the workforce training and education coordinating board, 128 Tenth Avenue SW, PO Box 43105, Olympia, WA 98504-3105 (360/753-5673).