

## Refund Policy

1st Choice Career Centers refund policy for students who starts a class, voluntarily withdraw and who are dismissed from their course.

Refunds for the Phlebotomy classes shall be made for each academic term in accordance with the following procedures:

- A full refund will be given of all monies paid if the school cancels the class as noted on the school calendar.
- If a student starts a class and withdraws or is terminated from the course before the academic term is fifteen per cent complete will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws or is terminated from the course after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent complete will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and withdraws or is terminated from the course after the academic term is twenty-five per cent complete but before the academic term is forty per cent complete will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.
- A student who starts class and officially withdraws or is terminated from the course after the academic term is forty per cent complete will not be entitled to a refund of the tuition and fees
- Nonattendance is not a reason for a refund.
- It is the responsibility of the student to view the posted online deadlines and schedules and withdraw during the appropriate time for a refund.
- If the class is cancelled by the institution due to low enrollment or other reasons the student will be granted a 100% refund or may take the next available class. Refund for this situation only will be resubmitted back to credit/debit card used or student will be issued a refund check within 7 days of cancellation.
- Refunds will be submitted within 45 days of voluntary withdrawal or dismissal
  - **No refunds will be issued on the Application/Registration fee of a \$100, Background Check and TB Skin test if performed by the college. No refunds in any circumstance will be issued to a student who was made to drop or dismissed due to misconduct or poor progress at any point during the program.**