



the school will award the diploma to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

**Complaints**, which cannot be resolved by direct negotiation between the student and the school, may be filed online with the Division of Occupational Schools of the Colorado Department of Higher Education, at [higher.colorado.gov/dpos](http://higher.colorado.gov/dpos), 303/862-3001. All student complaints submitted to the Division must be in writing and "shall be filed within two years after the student discontinues training at the school."

**Refund Policy**

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price which ever is less. In the case of students withdrawing after the commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended. The refund is based on the official date of termination or withdrawal.

Refund Table

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the termination. The official date of termination or withdrawal of a student shall be determined in the manner:
  - a. The on which the school receives notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published school policy, which provides for termination.

