



CANCELLATION AND REFUND POLICY

Institutional charges are subject to the Cancellation and Refund policy. Tuition is charged on a programmatic basis in the student's selected program. Each student is on a continuing enrollment basis and is, therefore only obligated for the period of enrollment that they attend. The Books/Supplies fee includes certain books and supplies that are not returnable or refundable, once distributed. The textbook charge includes the textbooks for the entire program. If student withdraws, only the cost of the textbooks that the student has received will be included in the total cost of attendance for the purposes of the Title IV refund calculation. Students will be issued a refund for all textbooks not distributed.

Refunds of tuition, regardless of whether the student withdrew or dismissed, are based on duration of a student's period of enrollment calculated through the last date of attendance. Prism Career Institute's period of enrollment is equal to the financial aid payment period.

If a Student requests withdrawal or is dismissed from Prism Career Institute after entering and commencing training, the Student may be entitled to a refund of monies paid in accordance with all current Local, State, and Federal regulations as required.

Prism Career Institute calculates both the appropriate State Refund Policy and the Accrediting Council for Continuing Education & Training Refund Policy and awards the refund that is most favorable to the Student.

For Pennsylvania Campus Location (Philadelphia):

In the event an applicant is not accepted, a full refund of all monies paid will be made to the applicant.

Cancellation Before the Start of Class: All advanced monies paid by the applicant will be refunded if the school rejects the applicant, or if the applicant cancels the enrollment within five (5) business days after signing the agreement, even if instruction has begun. These refunds will be made within 30 days of student's notification to the school or the student's last date of recorded attendance.

Cancellation After the Start of Class: Students who are dismissed or withdraw during the first 21 days of their program will be considered a cancellation. A refund will be made for all payments to the student and/or the applicable funding source less the registration fee. If a student withdraws from classes after the 21-day cancellation period, the following refund policy shall apply:

- a. For programs of six weeks or longer duration, the School will retain the Registration Fee and the following formula for tuition refunds, based on the total clock hours of the program using the following percentages:
 1. For a student withdrawing from or discontinuing the program after the first 21 calendar days, but within the first 25% of the term, the tuition charges refunded by the school shall be at least 55% of the tuition for the term.
 2. For a student withdrawing or discontinuing after 25% but within 50% of the term, the tuition charges refunded by the school shall be at least 30% of the tuition.
 3. For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.

For New Jersey Campus Locations (Cherry Hill and West Atlantic City):

In the event an applicant is not accepted, a full refund of all monies paid will be made to the applicant.

Cancellation Before the Start of Class: All advanced monies paid by the applicant will be refunded if the school rejects the applicant, or if the applicant cancels the enrollment within five (5) business days after signing the agreement, even if instruction has begun.

Cancellation After the Start of Class: Students who wish to cancel during the first 21 days of their program will be considered a cancellation. A refund will be made for all payments to the student and/or the applicable funding source less the registration fee.

After the 21-day cancellation period, in calculating refunds, the following shall apply:

- a. For full-time attendance in programs exceeding 300 hours in length, the school may retain the Registration Fee plus:
 1. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25% of the program
 2. Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed;
 3. One hundred percent of the total tuition if withdrawal occurs after completion of more than 50% percent of the program.
- b. For Adjunct attendance in programs over 300 hours in length, calculation of the amount the school may retain in addition to the Registration Fee shall be:
 1. Forty-five percent of the total tuition if withdrawal occurs after 75 hours but prior to the completion of 25% of the program;
 2. Seventy percent of the total tuition if withdrawal occurs after 25% but not more than 50% of the program has been completed;
 3. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the program.
- c. Refunds shall be made payable to the student or any local, state, or Federal agency that paid tuition or paid for fees, books, materials, or supplies on behalf of the student;

- d. Refunds shall be issued by check within 10 business days of the date of withdrawal or termination of the student;