

Cancellation, Withdrawal and Refund Policy

Three-Day Cancellation

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Students can cancel their enrollment in courses that have not started without any penalties, regardless of the number of days passed from signing an enrollment agreement. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund. Students denied admission will be refunded all monies paid, except application fee if any, within 30 days of the date of denied admission.

Whenever the course has already started, students have to officially withdraw from the course by completing and signing a withdrawal form, on which the student will indicate the expected last date of attendance. Fees will be refunded according to the schedule outlined below. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days. Whenever the course has already started, fees will be refunded according to the schedule outlined below (these are based on an 8-week course).

- During Week 1 - 90% of the tuition will be refunded
- During Week 2 - 80% of the tuition will be refunded
- During Week 3 - 70% of the tuition will be refunded
- During Week 4 - 60% of the tuition will be refunded
- During Week 5 - 50% of the tuition will be refunded
- After Week 5 - no refund.

If student has paid for the program in full, then the tuition and fees cost will be pro-rated for the number of actual courses that were completed and the remainder will be refunded whenever student withdraws from the institution. If student withdraws from a course but remains enrolled in the institution, then tuition and fees obligation for the partially taken course will be calculated using the above schedule and these costs will be applied towards the student's balance.

Other fees: Book fees are paid directly to outside vendors, chosen by each student, and book refund fees are subject to the book vendor policies and agreements with the student. EAS is not responsible for refunding book fees.

All **Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

