

**AMERICAN PROFESSIONAL EDUCATIONAL SERVICES, INC.  
ONE AMERICAN WAY  
NORWICH, CT 06360**

**Title WITHDRAWAL / REFUND POLICY**

Policy No. 2007-04

Effective Date: 4/1/07

Revision Date:

There will be no refunds of tuition, if you are dismissed from any program, do not meet the program requirements, or you drop out of a program without notice, or do not show up for a scheduled program.

**General Refund Policy**

45 to 14 Days Prior to Program	100%
14 to 8 days Prior to Program	50%
8 to day of Program	No Refund

**Nursing Assistant Policy**

7 days to First Day of Class	100% refund minus application fee and cost of books/Supplies
After First 2 completed classes	50% Refund
After 3 <sup>rd</sup> completed classes	No Refund & Responsible for unpaid balance

**Student Withdrawal:**

Student may withdraw from the program at anytime in the program

- Student must submit a written notice of intent, and provide reason(s).
- Students must schedule an exit interview with the Director and Program Coordinator.

**Student Transfer:**

*Students are allowed to transfer to the next program if the student encounters' an extenuating circumstance. The approval must be given by the Director of the School prior to the transfer and the following must be met:*

- 1) Student must submit a written notice of request, and provide reason(s).
- 2) Student must schedule an interview with the Director and the Coordinator for the program
- 3) Student must up hold all financial responsibilities agreed to with American Professional Educational Services.
- 4) Student will be assessed a transfer fee that must be paid prior to the beginning of the start of the class.

**CPR or First Aid program transfers can be handled directly by the coordinator. A person is allowed 1 transfer to the next available class, space permitting.**