



Cancellation Policy

Cancellation of registration must be done via verbal AND written notifications to Dr. Maggie McKelvey.

- If cancellation occurs within seventy-two (72) hours of the enrollment date, all money paid by the prospective student shall be refunded, in the manner in which it was received.
- If cancellation occurs after seventy-two (72) hours of the enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid except the registration fee.
- If cancellation occurs after classes begin, a pro rata refund will be made of all unearned prepaid tuition fees.
- A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the *Code of Alabama* 16-46-1(7) and (8) (1975)

Refund Table

**The registration fee will not be refunded if cancellation is not made within 3 days (72 hours) of registration.

Withdrawal/Cancellation	Amount Refunded (Registration fee is not included)
1 st day of class	90% of Tuition
2 nd day of class	75% of Tuition
3 rd day of class	50% of Tuition
4 th day of class	25% of Tuition
5 th day of class	No Refund

X _____ Date

Your signature above indicates that you have read, understand, and agree to the Cancellation and Refund Policy.