



Cancellation and Refund Policy

An applicant not accepted by the ATI shall be entitled to a refund of all monies paid. If a student never attends class or cancels his/her enrollment prior to the start of the training program, ATI shall refund to the student all the money he/she has paid, minus 10% or \$100, whichever is less. A refund will be provided within fifteen (15) calendar days of the first scheduled day of class or date of cancellation, whichever is earlier.

If a student cancels his/her enrollment after the start of the training program, and within the first 5 consecutive scheduled class days (designated cancellation period), ATI shall refund to the student all the money he/she has paid, minus 10% or \$100, whichever is less. A refund will be provided within fifteen (15) calendar days from the date of cancellation.

If a student withdraws or is expelled by ATI after the start of instruction, beyond the designated cancellation period, and before the completion of more than 60% of their training program, ATI shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the agreed upon tuition or \$100, whichever is less.

If a student withdraws or is expelled by ATI after completion of more than 60% of the program, ATI is not required to refund a student any money and will charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

Any student that is expelled from the ATI will be notified by certified mail or hand delivered notification (signature required) stating the reason for the expulsion and the effective date. A copy of the notification shall be retained in the student's file. ATI shall send the refund of any monies collected, minus any applicable fees, within fifteen (15) calendar days after the:

- (a) Date of cancellation by student of his/her enrollment; or
- (b) Date of termination by ATI of the enrollment of a student; or
- (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence or
- (d) Last day of attendance of a student, whichever is applicable.

Student attendance and absences will be recorded beginning on the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance.

The student must maintain an attendance of 90% or higher in each course (also sometimes referred to as "module") to pass the course. Students requiring make-up hours in order to pass a course must do so prior to the end of the



course in question. Make-up hours will not be accepted once the course has reached its scheduled end date.

Program cost is calculated using the tuition and other costs set forth in the enrollment agreement. Some items are included within the cost of tuition whereas others are listed separately from the tuition.

Refund Computation Example

As an illustration assume a student enrolled for 480 hours of total training; are scheduled to start their training on January 4th; and were scheduled for their program’s training completion on June 18th, However, the student does not finish their training and their last day of attendance is February 26th. The student’s Date of Determination based on the School’s attendance policy would be established as February 26th. Assume further that the student’s tuition is \$7500.00 for their training. Based on the above assumptions the refund calculation would be as follows:

<u>Number of hours student attended:</u>	<u>160 hrs = 33.3%</u>
Number of hours in program:	480 hours
Pro rata portion completed based on 160hrs	= 33.3%
33.3% of \$7500 tuition	= \$2500
10% of tuition or \$100 whichever is less (admin. fee)	= \$100
Owed to institution	= \$2600
Refund to student by March 13th (if applicable)	= \$4900

If ATI substantially fails to furnish the training program agreed upon in the enrollment agreement, ATI shall refund to the student all monies that he/she has paid for that program.