

CANCELLATION AND REFUND POLICY

The Institute of Healing Arts & Sciences, LLC (IHAS) reserves the right to refuse participation of any student for reasons of academics, attendance, conduct, arrears in payment, or not conforming to the rules and regulations of the school. The student shall have the right to cancel this agreement at any time and should notify the school in writing.

In the event a student fails to enter or withdraws from the program prior to classes beginning, tuition and other fees will be refunded as follows:

For new applicants:

- In the event a student does not begin classes and cancels this agreement within 3 calendar days of signing this agreement, the student shall receive a full refund, which includes the \$100.00 non-refundable application fee.
- In the event a student does not cancel within the 3 calendar day limit, but before class begins, the student shall receive a 85% refund of tuition, minus the \$100.00 non-refundable application fee.
- All refunds will be made within 30 days of withdrawal, termination, dismissal or cancellation.

For returning students:

- In the event a student does not begin classes and cancels this agreement within 3 calendar days of signing this agreement, the student shall receive a full refund.
- In the event a student does not cancel within the 3 calendar day limit, but before class begins, the student shall receive a 85% refund of tuition.
- All refunds will be made within 30 days of withdrawal, termination, dismissal or cancellation.

In the event that a student withdraws, or is terminated from the program, all refunds will be based on the last date of verifiable attendance.

For year one:

- Attendance at all or part of the first weekend prior to withdrawal – 60% refund minus \$100 application fee.
- No refunds will be given after attending all or part of the second weekend.
- For first year students, class notebooks must be returned upon withdrawal or an additional \$100.00 fee will be deducted from the refund.

For year two:

- Attendance at all or part of the first weekend prior to withdrawal – 60% refund.
- No refunds will be given after attending all or part of the second weekend.

COMPLETION AND PLACEMENT ASSISTANCE

A certificate will be issued only once the student has met all requirements for completion as listed in the catalog. It is understood that the school cannot guarantee or promise employment to any graduate.

PAYMENT INFORMATION

All tuition costs must be paid in full before the class year begins by cash, check or credit card.

FULL TUITION DUE DATE FOR **YEAR 2 STUDENTS**: December 1, 2006

For Year 2 students, if payment is not made on or before the date above, a \$100 late fee will be applied to your payment.

Amount paid: _____ Received by: _____ Balance due: _____

Method of Payment: Cash Check Check # _____ VISA MC Discover

Credit Card Account Number: _____ Expiration Date: _____

Name as it appears on card: _____ CCV code _____
(3 digit # on back of card)

SIGNATURES

My signature on this agreement is an acknowledgement that I have read and understand this agreement. I have not been made any promises contrary to the statement in this agreement and I agree to abide by the school rules. I acknowledge that I have received a signed copy of this agreement, as well as a copy of the school catalog. This agreement becomes effective upon signing of applicant and school official.

Student's Signature: _____ Date: _____

Student's Name: _____
Please Print

Accepted by: _____
School Official

Title: _____ Date: _____