

Taylor College

Policy No: B005 – Refund Policy

EFFECTIVE DATE: January 1, 2004

Revised: July 2018

Policy

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule.

Cancellation and Refund Policy

Refunds will be made according to Taylor College's Cancellation and Refund policy for those students who cancel and/or are terminated for any reason. All cancellation requests must be submitted in writing and delivered in person or mailed by certified mail. A full refund will be made for those applicants not accepted by the College or who cancel within three (3) business days after signing the Student Enrollment Agreement. Students who cancel after 3 business days of signing the Student Enrollment Agreement will adhere to the following:

- Refunds, when due, must be made without requiring a request from the student.
- Refunds, when due shall be made within 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.
- Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

Cancellation

Calculation for tuition charged for semester or payment period

- Cancellation or withdrawal after attendance has begun, through 20% completion of the semester or payment period, will result in a Pro Rata refund of tuition.
- Cancellation after more than 20% of the semester or payment period will result in no refund.

Non-credits Courses, Testing or Continuing Education

- No refund will be given for continuing education, professional development, non-credit courses, application fee, or entrance testing.

Cancellation of a course or program by Taylor College

- Individuals are given the option of enrolling in the next available class/ program or a full refund.