



**Policy Title:** Cancellation and Refund Policy

**Objective:** The purpose of this policy is to establish and define CDA Technical Institutes policy regarding cancellations and refunds and ensure compliance with federal and state laws and regulations and with accreditation policies.

***CANCELLATION POLICY***

Cancellations should be made in person, email, or certified mail. All money will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment. Cancellation after the third (3<sup>rd</sup>) business day, but before the first day of class, will result in a refund of all money paid, except the application fee.

***Cancellation due to rejection of the enrolled applicant by the institution:*** If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid will be refunded to the applicant, except the application fee.

***Cancellation due to program cancellation by the institution:*** If the institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.

***REFUND POLICY***

Withdraws within the add/drop period (first five days of class) will result in 100% tuition refund. Room & board, meal plans, and parking will be charged on a pro-rata charge for one week. Non-refundable fees include the application fee, physical, and any books/equipment that cannot be resold as new.

Withdraws after the add/drop period but prior to completion of 50% of the program will result in a pro-rata tuition refund calculated by the number of clock hours completed to the total program hours. Withdraw after completion of 50% of the program will result in no tuition refund. Room and board or meal plans will be prorated by module and unused portion will be refunded. Non-refundable fees include the application fee, physical, parking and any books/equipment (up to 30 days from the date of purchase), that cannot be resold as new.



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The date used for the refund calculation is the last date of attendance by the student. Refunds will be made within 45 days of the date of determination. The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution administratively withdraws the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

### ***REFUND POLICY FOR VETERANS EDUCATIONAL ASSISTANCE***

CDA Technical Institute uses the published Refund and Cancellation Policy for students using VA benefits. If students using VA educational assistance withdraw from school for any reason, the school refunds tuition subject to the current Refund & Cancellation Policy with the exception of Vocational Rehabilitation. For Vocational Rehabilitation, all unused tuition will be refunded upon termination from the program to the VA.

#### **Processing Procedures**

CDA Technical Institute will process all cancellations, withdrawals and terminations timely and will complete calculations using the institutional, state, and accreditation policy and will follow the policy that is more beneficial towards the student.

For all applicant's that never attend class (no-shows or cancels) the institution will process the calculation and refunds within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution administratively withdraws the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.