HEALTH CAREER INSTITUTE
REFUND POLICY

Cancellation/ Withdrawal Refund Policy

Health Career Institute offers a refund to the student who withdraws from the program, or to the sources from which the student's prepaid fees came, accordingly to the schedule outlined below. This refund is based on tuition charged for the term. Any student wishing to withdraw should complete and sign a Withdrawal form. The Withdrawal form may be obtained at HCI's registration desk or HCI's website http://hci.edu .

The date of withdrawal will be determined as follows:

1 If the student voluntarily requests a withdrawal from the program, the date of withdrawal will be the date the student completes the withdrawal form or verbally requests to be withdrawn.
2 If the student is withdrawn by the college for absenteeism based on the attendance policy for the program enrolled, the withdrawal date will be the last date of attendance.
3 If the student is withdrawn by the college for failure to maintain required grades or passing rate, the date of withdrawal will be the date of the last failed exam or make-up exam.

The refund schedule is as follows:

1. All monies paid will be refunded if the applicant is not accepted by the school or if the student cancels within three business days after signing the Enrollment Agreement and making payment.
2. Withdrawal after the third business day, but before the first day of class, will result in a refund of all monies paid with the exception of the registration fee (not to exceed $150.00).
3. Any textbooks and polo shirts issued must be returned to the school unused to receive full refund for those items.
4. All monies due, will be refunded to the payee within 30 days of the date of determination of the student's withdrawal (see above).
5. Tuition will be refunded on a pro-rated basis. The refund will apply up to 40% of the enrollment term. After 40% of the enrollment term has been completed according to the pro-rated calculation, the student will no longer be eligible for a refund.
6. In the online courses, if no activity is logged within the first 7 days of each scheduled class then HCI reserves the right to withdraw the student for non-participation; monies will be refunded according to the refund schedule above.

Refund pro-rated schedule

% of attendance in Class	% of refund
20 %	50 %
21%-40%	25%
More than 40%	0%

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