**HEALTH RESTORATION ACADEMY REFUND AND TUITION POLICY**

**If you cancel your classes or withdraw from the school, you may be eligible for a tuition and fee refund**

**according to the following:**

**1. HRA shall, when a student gives written notice of cancellation, provides a refund in the amount of at least the following:**

* **When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application fees, tuition, and any other charges shall be refunded to the student; however the Registration fee is non-refundable.**
* **When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student’s first day of class attendance, the school may retain no more than the application registration fee which may not exceed $150 or 50% of the cost of tuition, whichever is less.**
* **When notice of cancellation is given after the students completion of the first day of class attendance, but prior to the student’s completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300.00, whichever is less, and, subject to the limitation of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.**
* **When a student has completed in excess 5% of the course of instruction the school may retain the application registration fee but shall refund a part of the tuition and other instructional refunds in accordance with the following :**

**HRA may retain an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion of 50% of the course of instruction. When the student has completed in excess of 50% of the course of instruction, the school may retain the application /registration fee and the entire tuition and other charges.**

**2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.**

**3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made.**

**4. Application registration fees shall be chargeable at initial enrollment and shall not exceed $150 or 50% of the cost of tuition, whichever is less.**

**5. Deposits or down payments shall become part of the tuition.**

**6. The school shall make a written acknowledgement of a student’s cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.**

**7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student’s cancellation.**

**8. A student must give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.**

**9. A school may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be with the Administrator.**

**10. A school shall refund all monies paid to it in any of the following circumstances:**

* **the school did not provide the prospective student with a copy of the student’s valid enrollment**

 **agreement and a current catalog or bulletin;**

* **the school cancels or discontinues the course of instruction in which the student has enrolled;**
* **the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.**

**11. A school must return any books and materials fees when: (a) the book(s) and material(s) are returned to the school unmarked and unopened and not used; and (b) the student has provided the school with a notice of cancellation (withdrawal).**

**\*\*\*\*Health Restoration Academy of Medical Arts is not accr3edited by an accrediting body recognized by the U.S. Department of Education\*\*\***