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INSTITUTIONAL REFUND POLICY

Refund And Cancellation Policies
DSDT adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the institution when a student withdraws or is terminated from the institution prior to the completion of the program. All refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification 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. DSDT's policies comply with refund and cancellation policy requirements of applicable state, federal, and accrediting agencies.

Tuition Costs
Vary based on the type of program selected. No deposit per program start date is due upon receiving your acceptance from DSDT. Tuition must be paid in full two weeks prior to the start of the program. If your program begins in less than two weeks, 100% of your course cost must accompany your signed enrollment agreement. There will be a $25.00 charge for returned checks and for credit card dispute.

Cancellation Policy

We reserve the right to cancel any class, with or without reason, any time prior to the first day of class. All tuition monies paid by students will be refunded if a class is cancelled. Cancellation notices will only be given to students who have already registered and paid for the class. Class dates, times, and prices are subject to change at any time. Any changes that affect a student contract will be revised, and both the student and the school will have to sign the new contract. If tuition and fees are collected in advance of the start date of a program and DSDT cancels the program, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made within forty-five (45) days of the planned start date.

This policy does not apply to students re-entering to complete the same program version, at the original campus of enrollment, within 180 days of their original last date of attendance. In the aforementioned scenario, the institutional refund policy would be applicable.

Refunds for Students Enrolled Prior to Visiting the Institution
Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction
Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

Refunds for Students Who Withdraw on or Before the First Day of Class
If tuition and fees are collected in advance of the start date of classes and the student does not begin the program or withdraws on the first day of class, no more than $100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

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Refund Policy – Notice of Cancellation

The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing. In this case, a student will be refunded based on the percent of scheduled time at the last date of attendance.
5. A student withdraws during a leave of absence. The date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.
6. A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark date on the written notification, or the date the notification is delivered to the Director of Administration.

Students Enrolled in Credit Hour Programs Greater Than Twelve (12) Months In Length

Students enrolled in a credit hour program longer than twelve (12) months who withdraw during the first twelve (12) months of their program are not obligated to pay tuition for future periods beyond that first twelve (12) months. Students who withdraw during any subsequent period following the first twelve (12) months will have their tuition refund calculated by applying the same credit hour chart shown below.

Students Enrolled in Credit Hour Program

Students enrolled in a credit hour program less than twelve (12) months who withdraw prior to the end of their program are not obligated to pay tuition for future terms or payment periods beyond the term or payment period that they withdrew in. Students who withdraw or are terminated after the first day of class and who are enrolled in a credit hour program will have their tuition refund calculated as follows:

Time of Withdrawal or Termination during Period of Obligation	Refundable Amount	Amount Owed by Student
Week 1 – 2	90% of Tuition	10% of Tuition
Week 3	50% of Tuition	50% of Tuition
Week 4 – 6	25% of Tuition	75% of Tuition
Week 7 – 12	No refund	100% of Tuition

* The first week of the period of obligation is defined as seven consecutive calendar days starting on the date the term of instruction begins; all subsequent weeks follow thereafter.

Students Enrolled in Clock Hour Programs
Students who withdraw or are terminated after the first day of class and who are enrolled in a clock hour program twelve (12) months or less in length will have their tuition refund calculated as follows:

% of Scheduled Hours in Period of Obligation Prior To Last Date of Attendance	% of Tuition for Payment Period Retained By School
.01% to 04.9%	20%
05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

Tuition charges owed by the student will be calculated on a pro rata basis, based on the percentage of program hours scheduled up to and including the student's last date of attendance. This calculation is not based on the hours attended nor hours earned. For example, if a student was scheduled for 30% of the hours in the period of obligation prior to the last date of attendance, the school will retain 70% of the tuition charged for that period. Students scheduled for 50% or more hours in the period of obligation will be charged the full tuition for that period.