



CANCELLATION & REFUND POLICY

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall advise each student to give a notice of cancellation **in writing** as soon as he/she decides to withdraw from the program at CalCC.

- If students cancel their enrollment or give notice of withdrawal to CalCC or CalCC terminates the student, the refund must be calculated using the last date of attendance (LDA) and must 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 notice of withdrawal to the institution or the date the institution terminates the student .

If a student fails to inform the school of his/her decision to drop out from the program and he/she is absent for **30 consecutive days** of class, CalCC has the right to withdraw him/her and automatically terminate the student. In these cases, this definitive time frame would determine clearly the student's Date of Determination (DOD).

Cancellation Before Start of Class	<ul style="list-style-type: none"> ● Rejection of Applicant's international visa: If a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>. ● Program Cancellation: If CalCC cancels a program subsequent to a student's enrollment, the institution will refund all monies paid, by the student. ● Cancellation Prior to the Start of Class or No Show for International Applicants: If an applicant accepted by CalCC enters the United States with an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no show), a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges that the institution collected if such charges are clearly itemized in the enrollment agreement as <u>non-refundable</u>.
Withdrawal or Termination After Start of Class	<ul style="list-style-type: none"> ● For students who completed 60 percent or less of a payment term*: CalCC may retain a prorated amount of tuition. Prorated refunds will be calculated daily for the days student attended or was scheduled to attend, prior to his/her withdrawal. ● For students who completed more than 60 percent of a payment term: CalCC retains all of the charges for that term. <p>* Students can pay their tuition for a month or for 3 months with a discount.</p>
Charges Other Than Tuition	<p>CalCC collects the following fees other than tuition: Application Fee (\$200), airport pick-up fee (\$35/\$50) and, housing search fee (\$50). These are non-refundable charges. SEVIS fee (\$200) is also non-refundable because it was paid directly to USCIS.</p>
Instructional Materials	<p>If the school has given any books or learning materials to the student, he/she shall return them to the school within 10 days following the date of his/her notice of withdrawal. If a student fails to return the books or learning materials in good condition within the 10-day period, the school may deduct the documented cost from any refund that may be due to the student.</p>

Cancellation Before Start	CANCELLED BEFORE THE FIRST LESSON	
	Full tuition refund – Nonrefundable school fees up to \$250.	

Withdrawal or Termination After Start	COMPLETED 60% or LESS	COMPLETED MORE than 60%
	School keeps a prorated amount of tuition.	School keeps all tuition for the term.

This policy is amended on July 1, 2017 in order to be in compliance with BPPE's regulations, section 71750 as well as with the requirements of ACCET's Cancellation and Refund policy.