

INLAND CAREER EDUCATION CENTER REFUND POLICY

According to the program of study, students at the adult school may pay one or a variety of fees. Fees consist of tuition, supply fees, book fees, materials fees, and testing fees.

1. Refunds for classes canceled by the adult school

If tuition, supply, materials, and book fees are collected in advance of the start date of a class, and the school cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the announced class cancellation.

2. Refunds for students who withdraw on or before the first day of class

If tuition, supply, materials and book fees are collected in advance of the start date of a class, and the student does not begin classes or withdraws on the first day of classes, the adult school will refund 100% of the tuition paid. Refunds shall be made within 30 days of the student's written intention to withdraw.

3. Refunds for withdrawal after class commences

a. Refund for programs obligating students for periods of 12 months or less. Students pay tuition, supply, materials, testing and book fees.

(1) Tuition fees are refundable at the discretion of the principal

(2) The bookstore does not sell used books and students cannot receive refunds for books that have been purchased.

(3) Supply and materials fees will be prorated by the administrator for that program.

(4) Testing fees are not refundable.

b. Refund policy for programs obligating students for periods beyond 12 months (Licensed Vocational Nurse - LVN Program).

(1) During the first 10% of the period of financial obligation, the school shall refund at least 90% of the tuition.

(2) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the school shall refund at least 50% of the tuition.

(3) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the school shall refund at least 25% of the tuition.

(4) After the first 50% of the period of financial obligation, the school may retain all of the tuition.