



Cancellation and Refund Policy

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NCE has adopted the following as its institutional cancellation and refund policy:

Student (and, in the case of a student under legal age, her/his parent or guardian) has the right to cancel the student's enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The School shall refund any amount paid by Student within 45 days after it receives the notice of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that Student no longer wishes to be bound by their enrollment agreement. Further, if Student has received federal student financial aid funds, Student is entitled to a refund of moneys not paid from federal student financial aid program funds

Additionally, students who have not visited the School facility prior to enrollment will have the opportunity to withdraw without penalty within three days, following either the regularly scheduled orientation procedures or following a tour of the school.

STATE OF CALIFORNIA REFUND CALCULATION

Student Withdrawal, Refund Policy, and Hypothetical Refund Example

Student has the right to withdraw from a course of study at any time and pay only for tuition reflective of the amount of time student was enrolled, in addition to registration fees, non-returned Books and Supplies fees, and other Institutional Charges. Student may withdraw by student's written notice to NCE or by student's conduct, including, but not limited to, student's lack of attendance. If student withdraws prior to completion of the course of study in which she/he is enrolled the School determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula (see example below) up until the student has been enrolled for sixty percent (60%) of the scheduled hours of the course. Should the number of scheduled hours during student's enrollment in the course exceed sixty percent (60%) of the total hours in the course, the institution shall have earned and will retain 100 percent of the institutional charges assessed to the student, as specified on page one of student's enrollment agreement. If student withdraws from her/his course of study after the deadline for student's right to cancel student's enrollment agreement has passed *and* the student is entitled to a refund per the pro rata calculation mentioned above, the School will issue such refund to student, less a registration fee not to exceed \$250.00, within forty-five (45) days following student's withdrawal.

A hypothetical refund example according to the state pro rata policy is provided to student as follows:

Assume a student, upon enrollment in a 1,080-hour course, pays \$17,935.00 for tuition, plus \$50.00 for registration, and \$400.00 for Books and Supplies as specified in an enrollment agreement for a Total Paid of \$18,385.00 and was scheduled 240 hours at the time of withdrawal, without returning the Books and Supplies obtained. The pro rata refund to the student would be \$13,949.00 based on the calculation stated below.



Total Paid	\$18,385.00	Total Hours in course	1,080
Less Registration (Not Refundable)	(\$50.00)	Scheduled Hours	240
Less Unreturned Books and Supplies	(\$400.00)	Remaining Hours	840
Equals amount paid for instruction	$\frac{\$17,935.00}{1,080 \text{ Total Hours}} \times 840 \text{ Remaining Hours} = \$13,949.00 \text{ Refund Amount}$		

In the event student receives a refund check and subsequently misplaces the refund check or otherwise requires a reissued refund check, School will reissue the refund check, less a \$50 reissue fee to cover the costs of processing a new check and canceling the initial check.

Books and Supplies

The words “Books and Supplies” used in this catalog and in any enrollment agreement with a student includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issued to a student for student’s participation in her/his course of study. A student must return to School any unopened/unused Books and Supplies within 30 days following the date of a student’s notice of cancellation to School in order to receive credit on student’s account for the returned items. If a student fails to return the Books and Supplies within this 30 day period, the School may charge a student for the Books and Supplies and, if applicable, deduct it from any refund due to a student. The School shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which a student is required to return the Books and Supplies. Any used or opened Books and Supplies may not be returned for credit under any circumstances