

Mission Trails ROP

REFUND POLICY

PLEASE NOTE:

THE FOLLOWING POLICY APPLIES TO ALL COURSES with the exception of Introduction to Certified Nursing Assistant AND Introduction to Dental Careers and Medical/Dental Receptionist (NON-REFUNDABLE/NON-TRANSFERABLE). **Also, a \$20.00 PROCESSING FEE WILL BE ASSESSED ON RETURNED CHECKS.**

- Registration fee is refundable up until two weeks prior to the first day of class. A service charge of 20% of the registration fee will be assessed on **all** refunds. Note: **ALL FEES ARE NON-TRANSFERABLE** two weeks prior to the first day of class and thereafter.
- Any resources issued such as textbooks and instructional materials and/or services rendered such as fingerprinting, will be deducted from all refunds.
- All fees paid will be refunded if the program is cancelled.
- All refunds are processed through the business office. **You must present your receipt to request a refund. The completion of a refund request form is required.**
- All refunds must be picked-up in-person. **A photo I.D. must be presented for the refund check to be released.**

METHODS OF REFUNDS:

Please make sure your telephone/cell number and address is current to avoid delays in receiving refunds.

Cash Payment:

Our business department will issue a check that will be available for pick-up within ten business days. **A photo I.D. must be presented for the refund check to be released**

Check Payment:

Our business department will have to ensure payment was received from your financial institution before any refund can be processed; this can take up to 35 days. If the payment has cleared and was received, a check will be issued. The check must be picked-up in-person. **A photo I.D. must be presented for the refund check to be released.**

Credit Card or ATM Payment:

The **original credit card and a photo I.D. must be presented** to our business department to receive a refund.

I understand that registration fees are charged for EACH SEMESTER and MUST BE PAID-IN-FULL the day of enrollment. My signature below indicates I have read and understand the policy stated above.

Signature

Date

ROP Representative Signature

Date