

CANCELLATION AND WITHDRAWAL REFUND POLICY – St. Helena, CA r ro r er r osta i e.

- The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the enrollment agreement.

If the enrollment agreement is cancelled, the school will refund the student any money he/she paid, less a cancellation fee of \$100, less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal Refund Policy

You may withdraw from CIA at any time after the cancellation period described in the Cancellation Policy and receive a pro rata refund if you have completed 60% or fewer of the scheduled class days in the current payment period in your program through the last day of attendance. The refund will be less the registration fee or an administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. New, unused equipment may be returned to the college's student affairs manager within 20 days of withdrawal for credit to the student account.

Residence Hall Fee Refunds

Housing cancellations must be submitted in writing to the student affairs manager at the California campus 30 days prior to a semester start date. Applicants who fail to cancel 30 days prior to a semester start date or fail to occupy their assigned room will be subject to a \$175 cancellation fee.

Students who are withdrawing or suspended for any reason will receive a pro rata refund if you have completed 60% or fewer of the scheduled class days in the current payment period in your program through the last day of attendance.

Room Exit Date	Amount of Refund
Prior to the start of the semester	100%
1–14 calendar days	80%
After 14 calendar days	No refund

Board Fee Refunds

Board fees are refundable on the same schedule as residence halls.

Tuition and General Fee Refunds

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies CIA of the student's withdrawal or the date the student plans to withdraw, whichever is later.
- CIA terminates the student's enrollment for failure to maintain satisfactory academic progress, failure to abide by the rules and regulations of the institution, absences in excess of the maximum set forth by the institution, and/or failure to meet financial obligations to CIA.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), prior to withdrawal.