



## **Understanding Care Training Academy's Tuition and Refund Policy**

### **Introduction:**

At Care Training Academy, we are committed to providing quality education and training to our students in the field of care services. We understand that investing in education is a significant decision, which is why we have developed a clear tuition and refund policy to ensure transparency and fairness for all parties involved.

### **Tuition Payment:**

Upon enrollment in any of our programs, students are required to pay a downpayment to secure their spot in the class. This downpayment is non-refundable and is intended to cover administrative costs associated with processing the enrollment.

CPRBLS class materials are not included in the tuition fees. Students are responsible for purchasing their own manuals, which can be either an eBook or a hard copy. Guidance will be provided on how to access the website where the manuals can be purchased.

### **Payment Plans:**

We offer flexible payment plans to accommodate the financial needs of our students. These plans are designed to make tuition more manageable and accessible. However, it's essential to note that regardless of the payment plan chosen, the downpayment remains non-refundable.

### **Refund Policy:**

While we understand that unforeseen circumstances may arise that require a student to withdraw from the program, we adhere to a strict refund policy. In the event of withdrawal, refunds are calculated based on the following criteria:



- A. **Before the Start of Classes:** If a student withdraws before the start of classes, a partial refund may be issued, excluding the non-refundable downpayment plus the \$25 administrative fee.
- B. **After the Start of Classes:** Once classes have commenced, refunds are prorated based on the percentage of the program completed plus a \$25 administrative fee. No refunds are issued for courses that are more than halfway completed.
- C. **Documentation Required:** To initiate a refund request, students must provide documented evidence of the reason for withdrawal, such as medical records or other valid documentation.

### **Exceptions:**

Certain circumstances may warrant exceptions to the standard refund policy. These include but are not limited to medical emergencies, military deployment, or other extenuating circumstances beyond the student's control. Each request for an exception is reviewed on a case-by-case basis, and decisions are made at the discretion of the academy administration.

### **Conclusion:**

At Care Training Academy, we value transparency and fairness in all our policies, including tuition and refund procedures. While we strive to provide the best education and support to our students, we also recognize the need for flexibility in certain situations. By understanding and adhering to our tuition and refund policy, students can make informed decisions regarding their enrollment and financial commitments.

If you have any further questions or require clarification regarding our tuition and refund policy, please don't hesitate to contact our admissions office. We're here to assist you every step of the way on your educational journey.