



# AIHC School of Biblical Studies

Association of Independent Holiness Churches School of Biblical Studies  
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## CANCELLATION REFUND POLICY

### Withdrawal Procedure:

The amount of refund due depends on the last day of attendance for the student. The last day of attendance shall be determined by one of the following:

- The date on the expulsion notice if a student is expelled from the institution;
- The date the institution receives a written notice of withdrawal from a student;
- When no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal; or
- The date the student fails to return from an approved leave of absence.

Tuition refunds will be determined as follows:

Withdraw during the 1 <sup>st</sup> week of classes	Full Refund
Withdraw on or before 4 <sup>th</sup> class session <i>Regardless of attendance</i>	75% of all refundable fees paid
Withdraw after 4 <sup>th</sup> class session or on before the 11 <sup>th</sup> class session <i>Regardless of attendance</i>	25% of all refundable fees paid
Withdraw on or after the 12 <sup>th</sup> class session <i>Regardless of attendance</i>	No refund

The refund policy applies to the enrollment period for which the student was charged.

- A. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student for the period of enrollment for which the student was charged, less an administrative fee of one hundred dollars (\$100.00).

- B. A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student; and
- C. In addition to b, if after classes have commenced and before expiration of ten percent (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the twenty-five (25%) percent the student owes the institution, less administrative fee of one hundred dollars (\$100.00);
- D. In addition to b, if after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy-five percent (75%) the student owes the institution, less administrative fee of one hundred dollars (\$100.00); or
- E. In addition to b, if after expiration of twenty-five percent (25%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
- F. For a student who cannot complete one or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.