



AIHC School of Biblical Studies

Association of Independent Holiness Churches School of Biblical Studies
P.O. Box 9473*Memphis, TN 38190*(901) 239-2442

CANCELLATION REFUND POLICY

Rejection: Applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to all refund of all monies paid, excluding the \$50.00 non-refundable application fee.

Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment and making an initial payment, but prior to the first day of class is entitled to refund of all monies paid, excluding the \$50.00 non-refundable application fee.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance, signature, and date.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all the days are unexcused.
- D. All refund must be submitted within 30 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

Proportion of Total Program Taught By Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% or more	No refund