

Institutional Refund Policy

Refund prior to Classes Commencing

Program cancelled by the institution

- If tuition and fees are collected in advance of the program start date and Heartland Welding Academy cancels the class 100% of the tuition and fees collected will be refunded within 45 days of the notice of cancellation.

Student withdraws on or before the first day of the program

- If tuition and fees are collected in advance of the program start date and student does not begin classes or withdraws on the first day of class, the \$100 enrollment fee will be retained and all other payments will be refunded. Any money due shall be refunded within 45 days of the class start date.

Enrollment prior to visiting the institution

- Students who have not visited the HWA facility prior to enrollment will have the ability to withdraw without penalty within **three days** of attending a scheduled student orientation or a tour of the facility and inspection of the equipment.

All tuition and fees will be refunded if enrollment is rejected by Heartland Welding Academy.

If student is receiving funds from a third party payor and withdraws enrollment, HWA will notify payor to cancel distribution of funds and/or issue a refund if needed.

Refund After Class Commencing

HWA will retain the \$100 enrollment fee.

Student will not be refunded for the cost of their tool kit, and the student will keep the kit

Refunds of all other tuition and materials fees are based on the following:

- A student who has completed **50 percent or less of the program**, shall be eligible for a pro rata refund. The completion percentage shall be based on the total number of weeks in the course and the total number of weeks completed.
- After a student has attended **50 percent or more of the program**, the institution shall retain all of the tuition and materials fees. No refund is owed to the student.

Any refund due to a student shall be refunded within 45 days from the last day of attendance or the date the institution terminates the student, or the date the institution determines the student withdrawn.

- In determining the official termination date and percentage of each course completed, the institution may consider the week during which the student last attended to be an entire week of attendance completed.

All refunds, when due, are made without requiring a request from the student.

If student is receiving funds from a third-party payor, HWA will notify payor to cancel distribution of future funds and/or issue a refund if needed.

Termination of Student by the Institution

If a student is considered withdrawn and/or terminated due to non-compliance with any institutions policies, the same refund policy as described above will apply. Any fund providing agencies will be notified by HWA Director of Admissions that the student has been terminated. Any future scheduled funds will be cancelled, and if owed, a refund will be made to the payor.