

Taylor College

Policy No: B005 – Cancellation and Refund Policy

EFFECTIVE DATE: January 1, 2004

Revised: July 1, 2019

Policy

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule.

Cancellation and Refund Policy

Refunds will be made according to Taylor College's Cancellation and Refund policy for those students who cancel and/or are terminated for any reason. All cancellation requests must be submitted in writing and delivered in person or mailed by certified mail. A full refund will be made for those applicants not accepted by the College or who cancel within three (3) business days after signing the Student Enrollment Agreement. Students who cancel after 3 business days of signing the Student Enrollment Agreement will adhere to the following:

Tuition Refund Policy

A student wishing to withdraw officially should inform Taylor College in writing at least three (3) calendar days, but no more than thirty (30) calendar days, in advance of withdrawal. A student who returns to Taylor College after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student's last date of attendance, as documented by Taylor College, will be used to calculate any money the student owes and to calculate any refund the student is due.

If a student withdraws from a course(s) or program, the student's refund amount will be calculated as follows:

Proportion of Semester Attended	Refund Percentage:
20% or less	Pro-Rata
20.1 % up to and including 29.9%	70%
30% up to and including 39.9%	60%
40% up to and including 49.9%	50%
50% up to and including 59.9%	40%
60% and above	No Refund

Refunds are made **within 30 days** after the institution has determined the student withdrew.

Non-credits Courses, Testing or Continuing Education

No refund will be given for continuing education, professional development, non-credit courses, application fee, or entrance testing.

Cancellation of a course or program by Taylor College

Individuals are given the option of enrolling in the next available class/ program or a full refund.