Jordan-Choate Consultant Services, PLLC

dba Jordan-Choate Health Career Training Center

Tuition & Fees Refund Policy

Students are required to pay all, or a portion, of their tuition and fees for any registered course unless enrollment is officially cancelled prior to the start of classes. If a student does cancel prior to the start of classes, 100% of **tuition and fees will be refunded**.

Withdrawal or cancellation occurs on the calendar day that the withdrawal is requested in person at the office. Jordan-Choate Consultant Services, PLLC provides a pro-rated refund for students withdrawing within the first four weeks of classes. Please see the table below for information regarding refunds.

| **Timing** | **Refund Percentage** |
| --- | --- |
| Before classes begin | 100% |
| Withdraw during 1st week | 90% |
| Withdraw during 2nd week | 75% |
| Withdraw during 3rd week | 50% |
| Withdraw during 4th week | 25% |
| Withdraw after 4th week | 0% |

**Exceptions**

Exceptions to the tuition and fees policy as stated above will be considered for extenuating circumstances. Students should write out what occurred and submit with documentation of the extenuating circumstances and requesting a tuition refund.

Updated 5/24/24