



MANUAL OF POLICY

POLICY NUMBER: I-15

POLICY TITLE: Tuition, Refund and Cancellation

LEGAL AUTHORITY: Florida Statutes 475.001-475.5018

DATE OF LAST REVIEW: 3/28/2022

1. **Eligibility for Refunds.** Refunds are permitted only before the end of the first-class meeting. For courses longer than ten (10) hours, the first-class meeting is defined as the first four (4) hours. For courses shorter than ten (10) hours, the first-class meeting is defined as the first two (2) hours. After this period, no refunds will be issued.
2. **Books and Materials.** Books and other course materials must be returned in new and resalable condition, defined as no writing, highlighting, or damage. The full cost of any materials not returned in such condition will be deducted from the refund amount.
3. **Refund Request Procedure.** All refund requests must be submitted in writing electronically within thirty (30) days of the first day of class. Requests must be emailed to admin@rathomaseducenter.com and must include the student's full name, contact information, course title, start date, program enrolled in, and the reason for the refund or cancellation. Approved refunds are processed to the original form of payment within five (5) to ten (10) business days after approval.
4. **Cancellations and Rescheduling.** Students who cancel or reschedule at least twenty-four (24) hours before the scheduled start time will not be charged a fee. Requests made less than twenty-four (24) hours before the scheduled start time are not eligible for a refund but may be rescheduled at the school's discretion.
5. **No-Show Policy.** Students who fail to attend a scheduled class and do not cancel in advance are not eligible for a refund. However, a class credit will remain valid for one (1) calendar year from the payment date and may be applied toward a future course.

6. **Contact Information.** For questions or assistance regarding tuition, refunds, or cancellations, students may contact:

R. A. Thomas Educational Center

Email: admin@rathomaseducenter.com

Website: www.rathomaseducenter.com

Phone: (888) 732-5892

** This policy is reviewed periodically and may be updated to ensure continued compliance with applicable state laws and institutional standards.

DocuSigned by:	
<i>Randen Thomas</i>	3/28/2022
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PRESIDENT	DATE