



## 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. There are no refunds after the first-class meeting. For any course that is longer than 10 hours, the first-class meeting is defined as the first (4) hours. For any course that is less than 10 hours, the first-class meeting is defined as the first two (2) hours of the course.
2. Books and other materials provided for classes must be returned in a new and resalable condition which is defined as no writing, highlighting, or any other damage. A refund will be deducted for the full cost of any materials that are not returned in a new or resalable condition.
3. All refund requests must be submitted no later than 30 days following the first day of class. If a student needs to reschedule or cancel a class at least 24 hours before it is scheduled to begin, R. A. Thomas Educational Center will not charge a fee.
4. Student who are a "no show" (does not show up) for a scheduled class will not be eligible for a refund. However, the student will retain a class credit with R. A. Thomas Educational Center for a full calendar year from the date payment was completed.

|                         |             |
|-------------------------|-------------|
| DocuSigned by:          |             |
| <i>Randen A. Thomas</i> | 3/28/2022   |
| 95EE2B1010474AB         |             |
| <b>PRESIDENT</b>        | <b>DATE</b> |