

REFUND POLICY & REIMBURSEMENT

Tuition refunds will be made consistent with applicable state and federal requirements. Students wishing to cancel their enrollment must notify the college of their intent in writing. The effective date of cancellation is the date the notice is postmarked or submitted to an approved college administrative officer. An enrollee may cancel enrollment before or on the first day of class in any given semester and receive a full refund of all tuition and refundable fees paid toward that semester or session.

Tuition refund policies also apply to any student who may be dismissed from the program by the administration. In the event of withdrawal or termination by the school, a refund will be a pro-rata portion of the tuition based upon the last day of attendance.

PER PROGRAM REIMBURSEMENT SCALE

If withdrawal or cancellation occurs

The College will retain

Prior to the first day of the semester

Full refund

During the first week of the semester

10% of that semester's tuition

During the second or third week of the semester

20% of that semester's tuition

After the third week but prior to
Completion of 25 percent of the semester

45% of that semester's tuition

After 25 percent but not more than
50 percent of the semester has been offered

70% of that semester's tuition

After completion of more than 50 percent

100% of that semester's tuition of the semester

COURSE WITHDRAWAL REIMBURSEMENT SCALE

Week 1	Post Add/Drop period (8 days after the trimester begins)
Week 2	10% of the course fee retained by ESATM
Week 3	20% of the course fee retained by ESATM
Week 4	45% of the course fee retained by ESATM
After Week 4 of classes ESATM retains 100% of course fee.	