



POLICY ON WITHDRAWING FROM CLASS

Students wishing to withdraw from the school must complete the withdrawal application and submit a letter in writing to the Dean. Before the withdrawal process can be effective, the student must have a clear account (i.e. books and registration fees have been paid). Refunds for tuition will be returned based on the following schedule:

Within the first two weeks of the trimester	60%
Within the first month of the trimester	30%
No refund will be returned after the first month	

Please be advised, student who do not complete the withdrawal application will be required to pay the full tuition.