



**REFUND POLICY & REIMBURSEMENT**

Tuition refunds will be made consistent with applicable state and federal requirements. Students wishing to cancel their enrollment must notify to 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 of the semester	100% of that semester's tuition

**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.	