

# Refund Policy

## Valley Academy for Career & Technology Education Refund Policy

VACTE is confident you will be happy with your program. In the unlikely event you should wish to discontinue, VACTE will refund your tuition according to the following refund policy. You may request cancellation in any manner, but written request is recommended.

You may notify the school of your intent to cancel by mail, addressed to: VACTE, 3405 E. State Route 89A – Building B, Cottonwood, AZ 86326

1. If enrollment cancellation is requested within five (5) days from midnight of the day on which the enrollment agreement is signed, the school will issue a refund in full.
2. If enrollment cancellation is requested after five (5) days from midnight of the day on which the enrollment agreement is signed, and before the school receives the first lesson assignment submitted for grading, VACTE is entitled to a registration fee of 20% of the total tuition or \$200.00, whichever is less.
3. If the school is notified of cancellation after five (5) days from midnight of the day on which the enrollment agreement is signed, and after one or more lesson assignments have been submitted to the school for grading, VACTE shall be entitled to a registration fee of 20% of the total tuition or \$200.00, whichever is less, and to a charge which shall not exceed the following:
  - (a) Up to and including completion of the first 10% of the program, the student will be obligated to VACTE for 10% of the tuition minus the amount of the registration fee.
  - (b) When cancelled after completion of more than 10% and up to and including 25% of the program, the student will be obligated to VACTE for 25% of the tuition minus the amount of the registration fee.
  - (c) When cancelled after completion of more than 25% and up to and including 50% of the program, the student will be obligated to VACTE for 50% of the tuition minus the amount of the registration fee.
  - (d) When cancelled after completion of more than 50% of the program, the student will be obligated to VACTE for the full tuition cost of the program.
4. A student enrolled in the high school diploma program has three (3) years from the original date of acceptance to complete his or her program. This contract will cease to be in effect after three years from the original date of acceptance. No requests for refunds will be considered thereafter.
5. A student enrolled in the individual course program has one (1) year from the original date of acceptance to complete courses taken individually. This contract will cease to be in effect after one year from the original date of acceptance. No requests for refunds will be considered thereafter.
6. This enrollment cancellation policy is based upon the total tuition cost of the program. The percent of the program completed shall be the coursework received by the student as compared to the total coursework to be sent to VACTE.