



License Renewal Application (2017) to operate  
a Private Postsecondary Educational Institution in the state of Arizona  
Advanced Business Learning, Inc.

## Cancellation Refund Policy and Procedure

### Student Cancellation Refund Policy and Procedure

By registering for classes, students agree to pay all tuition and applicable fees at the time of registration. Any student denied admission to the school shall be refunded all funds paid.

The following is the refund policy and procedure for cancelling enrollment prior to attending classes:

Three-Day Cancellation: An applicant who provides written notification of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an Enrollment Agreement is entitled to a refund of all monies of the paid. Students enrolled in an Online course of study are exempt from any refunds once they have received their online access code. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

The following is the refund policy and procedure for withdrawal from a program after classes have begun:

Program Withdrawal: A student who wishes to completely withdraw from a program after classes have begun must provide written notification of cancellation to the Director of Student Services. The notice of cancellation shall include the anticipated last day of attendance, reason for withdrawal, and must be signed and dated by the student. Students who withdraw from a program for any reason are entitled to a refund. The refund will be a prorated share of the tuition costs only, excluding course materials, and the cost of the optional certification exam vouchers. The table below shows the prorated percentage of the tuition refund amount:

Percentage of Clock Hours Attempted	Percentage of Tuition Refund Amount
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No refund is required



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The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program. Students enrolled in an Online course of study are exempt from any refunds once they have received their online access code.

Withdrawal with intent to Retake a Program: A student who wishes to withdraw from a program after classes have begun and retake it at a later date, must provide written notification of withdrawal to the Director of Student Services. The notice of withdrawal shall include the anticipated last day of attendance, reason for withdrawal, and must be signed and dated by the student. Students who wish to retake a program must do so within 6 months of the date of withdrawal. Students who withdraw from a program for any reason with the intent of retaking it at a later date are not entitled to a refund unless an alternate session of the program is not available within the 6-month timeframe. In this case, the student will receive a prorated refund for the cost of tuition.

Automatic Withdrawal: A student missing more than three consecutive days of class, who has not communicated their intent to withdraw in accordance with our "Program Withdrawal" policy, will be automatically withdrawn from the program by the school, and is not entitled to a refund.

Refunds will be issued to the student or funding organization within 30 days of the date of student notification of withdrawal. Withdrawal notifications should be submitted to the Director of Student Services via email at [marta@advancedbusinesslearning.com](mailto:marta@advancedbusinesslearning.com).

Refunds on Optional Certification Exam Vouchers: At the time of enrollment, students are provided the option to purchase vouchers to take the Certifying Organization certification exams. Taking the certification exam is not a requirement for ABL certification preparation program completion. If a student opts not to take the exam, postpones taking the exam, or fails to pass the exam, he or she will not receive a refund for the voucher. Vouchers purchased for certification exams are nonrefundable; however, the voucher is valid for a period of one (1) year from the date of purchase, and can be used any time within the one-year period to take the exam. Students who failed to pass the exam should contact the applicable Certifying Organization to obtain information about exam retake policies and procedures.