

## Refund/Cancellation Policy

Should an individual cancel enrollment or be dismissed for any reasons by Orlando School of Thai Massage before the completion of his/her program of study, all refunds will be made according to the following refund schedule.

With regard to any refunds due, Orlando School of Thai Massage will refund monies using the following distribution:

1. Any applicant not accepted for admission by Orlando School of Thai Massage shall be entitled to a full refund of all monies paid.
2. If a student cancels his/her enrollment prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of one hundred dollars (\$100.00) per class or a fee not to exceed 15% of the contract price of the individual course or series of courses, whichever is more.
3. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:
4. Percentage of Class Completed

.01% to 4.9%	monies paid – (minus) 20%	+ \$150.00 Termination Fee
5.0% to 9.9%	monies paid – (minus) 30%	+ \$150.00 Termination Fee
10% to 14.9%	monies paid – (minus) 40%	+ \$150.00 Termination Fee
15% to 24.9%	monies paid – (minus) 45%	+ \$150.00 Termination Fee
25% to 49.9%	monies paid – (minus) 70%	+ \$150.00 Termination Fee
50% and Over	monies paid – (minus) 100%	+ \$75.00 Termination Fee

5. Enrollment time is defined as the time elapsed between the actual starting date and date of the student's last physical attendance in the school. Any monies due the applicant or student shall be refunded within forty five (45) days of formal cancellation by the student, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of physical attendance, or in the case of a Leave of Absence, the documented date of return.
6. In the case of illness, disabling accident, or death in the immediate family, or other extreme circumstances beyond the control of the student, a settlement will be made which is reasonable and fair to both.
7. Official date of termination or withdrawal for purposes of the Refund policy of Orlando School of Thai Massage shall be the last day of physical attendance in the class or workshop venue wherever held.
8. Any student desiring to make a change in his/her status at an Orlando School of Thai Massage sponsored class or function must make such a request in writing by regular mail to the Administrative Director.
9. If the school/program of study and or seminar training is permanently closed and no longer offering instruction after the student is enrolled, the student shall be entitled to a pro-rated refund of monies paid. If a course is cancelled subsequent to a student's enrollment, the company shall, at its option, provide for a full refund of all monies paid, or shall provide for an alternate completion of the course.
10. The Student Kit or other preparation and study materials are issued to the student prior to or on the first day of the workshop, and is included as a non-refundable item in the total program cost.
11. Should the student withdraw prior to program completion, no refund for The Student Kit or other preparation and study materials shall be made.
12. There is no refund for personal and professional items purchased as required in the program such as mats, massage tables, oils etc.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_