



Chicago Campus: 840 W. Irving Park Road, suite 203 Chicago Illinois 60613 Tel: (773) 506-1503 Fax: (773) 506-1528  
 Evergreen Park Campus: 9730 S. Western Ave, suite 502 Evergreen Park, IL 60805  
[www.cclctraining.org](http://www.cclctraining.org)

## REFUND/ CANCELLATION POLICY

Students not accepted into the school are entitled to refund by method of payment. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program (Lessons 1 - 2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3 - 5)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 6 - 10 )	50% less cancellation charge
After 50% but within first 75% of program (Lessons 11 - 15)	25% less cancellation charge
After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable]	NO Refund

- 1) The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
- 2) All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a) The date on which the school receives written notice of the student's intention to discontinue the training program; or
  - b) The date on which the student violates published school policy, which provides for termination.
  - c) Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- 3) The student will receive a full refund of tuition and fees paid if the school discontinues a program/standalone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- 4) The policy for granting credit for previous training shall not impact the refund policy.
- 5) All refund requests must be submitted to Chicago Community Learning Center's Director Asfia Rather in writing at  
 840 W. Irving Park Rd, suite 203, Chicago, IL 60613 or [aspencer@cclctraining.org](mailto:aspencer@cclctraining.org)

### **NOTICE TO STUDENT**

- 1) Do not sign this agreement before you have read it or if it contains any blank spaces.
- 2) This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
- 3) You are entitled to an exact copy of the agreement and any disclosure pages you sign.
- 4) This agreement and the school catalog constitute the entire agreement between the student and the school.
- 5) Any changes in this agreement must be made in writing and shall not be binding on either the student or Chicago Community Learning Center unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
- 6) The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the 15 business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all the monies paid to date within 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.