

CODING DOJO  
VIRGINIA REFUND POLICY

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**CANCELLATION AND REFUND POLICY:**

1. Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.
2. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.
3. Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

**Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused.
- D. All refund must be submitted within 45 days of the determination of the withdrawal date.

Tuition refunds will be calculated as follows:

<b>Proportion of Total Program Taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

- A. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  1. When the school receives notice of the student's intention to discontinue the training program; or,
  2. When the student is terminated for a violation of a published school policy which provides for termination; or,
  3. When a student, without notice, fails to attend classes for thirty calendar days.
- B. All refunds must be paid within thirty calendar days of the student's official termination date.