



CITC REFUND AND CANCELATION POLICY

CANCELATION OF ENROLLMENT

If you have not started training, you may cancel your enrollment with CITC by submitting written notice of cancellation to the address shown on the enrollment agreement no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract, or the written notice may be personally or otherwise delivered to the school within that time. In the event of dispute over timely notice, the burden to prove service rests on the sender.

CITC's refund policy offers the maximum refund amount allowed by law. The refund amount will be based on the last date of recorded attendance. Some fees, such as NSF fees and/or interest charges are non-refundable.

OFFICIAL DATE OF TERMINATION:

The student's official date of termination shall be the last date of recorded attendance when withdrawal occurs in any of the following manners:

1. When CITC receives notice of the student's cancellation of enrollment, or his/her intent to withdrawal from class.
2. When the student is terminated for a violation of a published school policy which provides for termination.
3. When the student, without notice to CITC, fails to attend classes for 30 calendar days.

REFUND BEFORE ENTERING CLASS:

1. You will receive a full refund of all monies paid if you're enrollment is not accepted by CITC.
2. You will receive a full refund of all monies paid if you cancel your enrollment with CITC by submitting a written notice of cancellation no later than midnight of the fifth day (excluding Sundays and holidays) following your signing the contract. The written notice may be personally or otherwise delivered to the school within that time.
3. After five business days (excluding Sundays and holidays), the school may retain an established registration fee equal to: 10 percent of the total tuition cost, or \$100, whichever is less. Registration fee refers to any fee, however named, covering those expenses incurred by an institution in processing student applications and establishing a student records system.

REFUND AFTER ENTERING CLASS:

1. If a student terminates during the first week or up to 10 percent of contracted instruction, whichever is less, the school may retain 10 percent of the tuition cost plus a registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
2. If a student terminates after the first week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 25 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
3. If a student terminates after completion of 25 percent but prior to completion of 50 percent of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
4. If a student terminates after completion of 50 percent or more of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$100, whichever is less).
5. If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.

TERMINATION BY THE SCHOOL:

A student, who fails to maintain satisfactory progress, violates safety regulations, interferes with other student's work, is boisterous, vulgar or obscene, under the influence of alcohol or drugs, or does not make timely tuition payment(s), is subject to immediate termination. CITC reserves the right to cancel a class if the number of students enrolling is deemed insufficient. Such cancellation will be considered a rejection by the school and the student is entitled to a full refund of all monies paid.



CITC REFUND AND CANCELATION POLICY FOR HYBRID EDUCATION

Governor Inslee has expanded restrictions to private vocational schools and apprenticeship programs: <https://www.king5.com/article/news/local/inslee-announces/281-edb9e3de-8aae-4d56-a747-04f26c883473>. As a result CITC is moving class instruction to a hybrid schedule. All theory based classes for apprenticeship and craft training students will be held in a virtual format for the 2020/2021 school year. CITC will hold in person classes, maintaining all safety guidelines, for hands-on based learning and assessments. Hands-on based learning classes will continue as long as CITC can safely accommodate in person training to comply with any State and Federal COVID -19 safety requirements.

REFUND & CANCELATION POLICY FOR DISTANCE LEARNING (ONLINE) AFTER ENTERING CLASS

1. If a student cancels after the fifth calendar day (excluding Sundays and holidays) but before the school receives the first completed lesson, the school may keep only a registration fee of either fifty dollars or an amount equal to fifteen percent of the tuition, but no greater than a registration fee of one hundred fifty dollars.
2. If a student terminates after the first 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted time, the school may retain 10 percent of tuition costs plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
3. If a student terminates after completion of more than one week or 10 percent of instruction, whichever is less, but prior to completion of 25 percent of contracted instructional time, the school may retain 25 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
4. If a student terminates after completion of 26 percent of instruction but prior to completion of 50 percent or more of contracted instructional time, the school may retain 50 percent of tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
5. If a student terminates after completion of 50 percent or more of contracted instructional time, the school may retain the full tuition cost plus registration fee (equal to 10 percent of the total tuition cost, or \$150, whichever is less).
6. If the school discontinues instruction in any program after a student enters training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a prorated refund of all tuition and fees paid, unless comparable training is arranged for by the school and agreed upon, in writing, by the student. Students entitled to refunds must apply in writing to the school within 90 calendar days of the discontinuance or relocation, and any earned refund must be disbursed by the school within 30 calendar days after receipt of a request.