

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. Those students who want to cancel the enrollment agreement shall obtain a refund by the following policies and procedures:

- The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if student cancels before the first day of instruction.
- The institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance.
- No refund is made after 60 percent of the attendance period is complete.
- Procedure to withdraw: In order to cancel this enrollment agreement with QCM Education Centers, the student shall mail or deliver a signed and dated hard copy request labeled: "Notice of Cancellation and state that a refund is being requested to QCM Education Centers Academic Office at 1927 S. Western Ave #3, Los Angeles, CA 90018, attention: Chief Academic Officer. Then, the refund shall be made to the student within 45 days following QCM Education Centers' receipt of the cancellation notice.

A student, who withdraws on or after the first day of class but prior to the end of the third week of class, will be refunded according to the withdrawal date as follows:

- Withdrawal during the first week – 75% of paid tuition
- Withdrawal during the second week – 50% of paid tuition
- Withdrawal during the third week – 25% of paid tuition
- Withdrawal after the third week – No refund

A "week" is defined as seven calendar days. Refunds will only include tuition paid. Fees for distributed supplies, books, uniforms, equipment will not be refunded. Attendance less than seven calendar days will reflect a prorated week based on the number of days.

Once a student enrolls into the program it is the student's responsibility to officially withdraw.

In order to withdraw from the program with QCM Education Centers, the student shall mail or deliver a signed and dated hard copy request labeled: "Withdrawal Notice" and state that a refund is being requested to QCM Education Centers Academic Office at 1927 S. Western Ave #3, Los Angeles, CA 90018, attention: Chief Academic Officer. Then, the appropriate refund shall be made to the student within 45 days following QCM Education Centers' receipt of withdrawal notice. The refund excludes non-refundable registration fees. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.