

Phoenix Masonry School, Inc.

3593 W. Northern Ave, Unit 4

Phoenix, AZ 85051

(602) 691-1896

www.PhxMasonrySchool.com

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Conditionally Licensed by the Arizona State Board for Private Postsecondary Education

www.azppse.gov

Cancellation and Refund Policy

If for any reason an applicant is not accepted by Phoenix Masonry School, Inc, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Within 30 days of receiving the notice of cancellation, Phoenix Masonry School, Inc shall provide 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and having made an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the administration/registration fees (not to exceed \$200.00).

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - a. A student choosing to withdraw from Phoenix Masonry School, Inc after the commencement of classes must provide written notice to the Director of the school. The notice must indicate the expected last date of attendance and be signed and dated by the student.
 - b. For a student who is on authorized Leave of Absence (LOA), the withdrawal date is the date that the student was scheduled to return from the LOA and failed to do so.
 - c. A student will be determined to be withdrawn from Phoenix Masonry School, Inc if the student has not attended any class for 5 days.
 - d. All refunds will be issued within 30 days of the determination of withdrawal date.
2. Tuition charges/refunds:

- a. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. Registration/administrative fee will be deducted after the tuition refund calculation (not to exceed \$200.00).
- b. After the commencement of classes, the paid tuition refund amount shall be determined as follows:

Percentage of clock hours attempted:	Tuition refund amount:
10% or less	At least a 90%
More than 10% and less than or equal to 20%	At least a 80%
More than 20% and less than or equal to 30%	At least a 70%
More than 30% and less than or equal to 40%	At least a 60%
More than 40% and less than or equal to 50%	At least a 50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the student’s last day of attendance, by the total number of clock hours in the current course.

After the completion of the refund calculation, the school will deduct the registration/administrative fee (not to exceed \$200.00).

Books, supplies and fees: Identify what if any of these costs as specified on the enrollment agreement are refundable and under what terms and conditions.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.