



RUDOLF STEINER COLLEGE

TEACHER EDUCATION PROGRAMS

Cancellation & Refund Policy for Academic Year 2011-12

BUYER'S RIGHT TO CANCEL: Students may cancel their enrollment agreement in writing at any time and, if cancellation is received prior to or on the first day of instruction, will be eligible for a full refund of all refundable fees. Notice of cancellation must be addressed to:

Admissions Officer, Rudolf Steiner College,
9200 Fair Oaks Boulevard, Fair Oaks, California 95826

Cancellation shall be effective upon receipt of **written notice**. Cancellation of enrollment received after the first day of instruction will be refunded according to the refund statement below. Students who wish to cancel enrollment are encouraged to consult with the Admissions Officer.

REFUND POLICY: All refunds will be processed within 30 days of cancellation notice. If cancellation occurs prior to or on the first day of instruction, a full refund will be made of all refundable fees (see fee schedule), minus a \$100 registration fee. If cancellation is made after the first day of instruction and prior to 60% completion of the program, a pro rata refund will be calculated on the basis of clock hours remaining for completion of the program minus a \$100 registration fee. **If cancellation occurs after 60% of program completion, no refund will be made.** *Example*: If a student withdraws after attending 200 clock hours of an 800 clock hour program, the refund will be based on 600 clock hours divided by 800 clock hours (75%) minus \$100 administration fee. If a student withdraws after attending 600 clock hours of an 800-clock hour program, no refund will be made.

Refunds apply to complete withdrawals only: There are no refunds for classes or courses missed within a program. Students have the option of being a part-time or custom student and will be charged at a different rate per unit. Students who do not attend classes for three consecutive weeks, without notifying the Admissions Office, will be automatically withdrawn and no refund will apply.

Other Policies and Procedures available on the website: Copyright Policy, Course Continuation Policy, Course Graduation Timeline Policy, Ethics Review Board Mandate, Ethics Review Policy on Research Involving Human Subjects, FERPA Policy, FERPA Guidelines for Access to Educational Records, FERPA for Students, Grievance Policy, Grievance Form, Grade Appeal Policy, Information Literacy Policy, Information Security Policy, Library Information, Whistleblower Policy

Rudolf Steiner College reserves the right to make changes in dates, tuition, fees, policy and regulations subsequent to the publication of this material. 6.8.08

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