

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

California National University for Advanced Studies (CNU) guarantees that students will have access to their course study guides, via e-mail, US mail, or Internet by the selected Start Date of the Trimester. In a given trimester, a student is expected to combine guided and self-instruction and progress through the course according to the prescribed schedule. The student has the Right to Cancel by notifying the CNU Registrar in writing within five (5) days of enrolling and will receive a full refund of course fees paid to CNU. If a student cancels in writing after five (5) days of enrolling but before the Start Date, the student will receive a full refund minus a Non-Refundable Registration Fee of 20%, not to exceed \$200. Students requesting cancellation during subsequent weeks from their Start Date are entitled to the amounts listed in the chart below The Refund Policy and formula for the refundable tuition amount are defined in the table below.

EXAMPLE: If the student completes only 2 weeks of a 6-week course and paid \$1285.00 in tuition, the refund is calculated as follows: Non-Refundable Registration Fee (20% X \$1285.00=\$1285.00 -\$200.00=\$1085.00). Refundable tuition at 2 weeks of instruction completed (\$1085.00 X 50%=\$542.50).

Student paid: \$1285.00
 School retains: \$742.50
 School refunds: \$542.50

6-Week Course	Refundable Tuition Due After:
1- 6 Weeks	1st week = 80% 2 nd week = 50% 3 rd week = 10% 4th – 6th week = 0%

ALL NOTICES OF WITHDRAWAL OR REQUESTS FOR REFUNDS MUST BE SUBMITTED IN WRITING, ATTENTION TO:

STEPHANIE SMITH/REGISTRAR
California National University for Advanced Studies
8550 Balboa Boulevard, Suite 210
Northridge, CA 91325

CNU shall make all refunds within 30 days of cancellation.

I have read and understood the Cancellation and Refund Policy for California National University.

Signature: _____ **Date:** _____

