

# TUITION REFUND POLICY

**HVA EMS Education retains the right to deny any application for any reason. If we deny your application before the first day of class, all paid tuition and fees will be refunded. There are NO REFUNDS for course supplies, including textbooks, uniforms, required equipment, or costs for background checks or drug screens.**

Tuition minus a 3% payment processing charge shall be refunded if requested in writing within three business days after registering for any HVA course.

**If a student withdraws or is dismissed from the program for any reason after 3 business days following registration, they are responsible for payment as follows:**

- Students who withdraw two weeks prior to the start of any HVA EMS Education course will receive a full refund of the course tuition, minus a 3% payment processing fee and a \$25 administration fee. The student must notify HVA EMS Education in writing (handwritten or email).
- Students who do not give at least two weeks' notice in writing, or who do not withdraw before the start of the second (2nd) week of any HVA EMS Education course, will forfeit 25% of the total course tuition
- Students who do not withdraw before the start of the third week of any HVA EMS Education course, will not receive a refund.

**All refunds are returned within 30 days.**