



# Tuition Refund Policy

Withdrawal requests must be made in writing. Tuition refunds are determined by when the student drops the course.

## Prior to the first day:

If withdrawing prior to the first day of the course, students will receive a refund of tuition in full, minus a \$25 processing fee.

## Within the first 14 days:

If withdrawing within the first 14 calendar days of the course, students will receive a refund of 75% of tuition paid.

## After day 14:

If a student withdraws after the 14th calendar day of the course, no tuition refund will be given.

Refunds are given for **tuition only**.

*Textbooks, supplies, uniforms, background checks, and any other costs incurred are not eligible for refund.*

All withdrawal requests must be submitted in writing to the Education Coordinator.  
Education Coordinator contact: [emseducation@emergenthealth.org](mailto:emseducation@emergenthealth.org).

Refunds will be issued within 30 days of receipt of the withdrawal request.

**Please contact the HVA EMS Education Department with any questions.**

**[emseducation@emergenthealth.org](mailto:emseducation@emergenthealth.org)**