

Cancellation, Withdrawal, and Refund Policy

Students have the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance either on the first day of class or until the seventh (7th) day after enrollment, whichever is later.

Cancellation occurs when the student gives written notification of cancellation via the request for change of status on www.pathwayscollege.org by midnight of the first day of class or the seventh (7th) day after enrollment, whichever is later. Student funds are refundable.

Official Withdrawal: Students may withdraw from school or from one of their courses at any time during the first 60% of scheduled instructional days of a class (five weeks of an eight-week course) and receive a pro-rata refund of the tuition based on the table below. Students who wish to withdraw should fill out a withdrawal form on the school's website www.pathwayscollege.org. The date a student submits the withdrawal form will determine Last Date of Activity (LDA) and the percentage of the tuition refund.

Based on an eight-week course cycle:

Withdrawal notice received during:	Refundable Tuition:	Amount of Tuition Owed by Student:	Notes on Transcripts
Week 1 (1-7 days)	100%	0%	None, dropped class
Week 2 (8-14 days)	100%	0%	None, dropped class
Week 3 (15-21 days)	70%	30%	W
Week 4 (22-28 days)	55%	45%	W
Week 5 (29-35 days)*	40%	60%	W
After week 5 (36 days and over)	0%	100%	F

*60% of the scheduled instructional days are completed during the fifth week of an eight-week course.

The refund will be made within 45 days of the withdrawal date.

Unofficial Withdrawal: Students who fail to meet the attendance requirements for two consecutive weeks during a course will be administratively withdrawn from the course. If the student is administratively withdrawn from all current courses, the student will be withdrawn from the institution. Students who request an incomplete grade at any time during a course will not be eligible for a refund in tuition or fees. Please refer to the "Incomplete Grade Policy" in the catalog when requesting an Incomplete grade.