

OPDA OF RVA Cancellation and Refund Policy

Students enrolled in OPDA of RVA must adhere to the following refund and cancellation policy. Questions and/or concerns regarding the institution's policy should be addressed with Dr. Braxton in writing.

Administrative Rejection: An applicant (1) rejected by the institution or (2) non-enrolled in program or (3) fails to begin program/course or (4) withdraws prior to the start of program or (5) is dismissed prior to the start of the program, is entitled to a refund of all monies paid, with the exception of \$50.00 non-refundable Registration Fee.

Three-Day Cancellation: An applicant may cancel this agreement without penalty by notifying the institution, in writing, within three business days after signing this agreement, excluding weekends and holidays. OPDA of RVA will refund all monies paid with the exception of the \$50.00 non-refundable Registration fee.

One Day Cancellation: An applicant may cancel this agreement any time prior to the first day of class via written notice. OPDA of RVA will refund all monies paid with the exception of the \$50.00 non-refundable Registration fee and, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less;

Other Cancellations: The minimum number of students in a program/class is three (3). If the course is rescheduled due to low enrollment, students will be notified by phone and email. Students will have the choice of a refund or attend the next scheduled class. If the class start date is changed for a second time, the student will be eligible for a full refund of all monies paid, less than a \$50.00 nonrefundable Registration Fee.

Withdrawal: Student(s) who wish to withdraw from this institution after classes begun will be subject to the cancellation and refund policy.

Administrative Withdrawal: Students that failed to provide withdrawal notification to OPDA of RVA, will be considered administratively withdrawn after (7) days of continuous absence (not attending class and/or logging into the online portal). After the (7) days period, OPDA will determine if the student intends to return to class or withdraw. Of which, students will receive a written copy of the decision. If the student is determined to have withdrawn, the end of the 7-day period begins the timeframe for calculating the refunds.

Students are required to notify the institution regarding all absences and plans to make changes to their attendance in the program.

Student Elect-Withdrawal: For students that submit written notice of withdrawal intent, refunds will be calculated on the effective date of termination as outlined in the written notice. Students that elect to withdrawal from the institution must do so in writing via certified mail or written notice delivered in-person to the Campus Director.

OPDA OF RVA will issue refunds to students that have terminated their status as students within 45 days after receipt of a written request, or the date in which, OPDA of RVA finalize its decision to administratively withdraw the student, or the date the student last attended classes, whichever is sooner.

OPDA of RVA Student Refund Policy:

- (1) A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of tuition.
- (2) A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of tuition.
- (3) A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of tuition.
- (4) A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

Students may submit a written withdrawal request to Dr. Braxton, at any time during the program. The letter must be delivered to the school via certified mail or delivered in person. Withdrawal students are ineligible to receive their Certificate of Completion. Withdrawal Status will be granted by the Dr. Braxton in writing. Student' s under this policy, will be subject to the refund policy.

Withdrawal Status will allow the student to be re-admitted in a future program commencing within 3 months of being granted Withdrawal Status, subject to availability of placement in program and the future availability of the program itself.

The payment of refunds will be completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.