

Refund Policy

REFUNDS IN THE CASES OF WITHDRAWAL OR

DISMISSAL FOR **ONLINE ONLY COURSES OR**

DIPLOMAS

Refunds will be issued in the format of original method of payment. All materials must be returned to The College of International Holistic Studies (herein C.I.H.S. Milton) accompanied by a written notice of withdrawal before any refund is issued. For prepaid courses in a diploma program, refunds will only be issued if **all** materials are returned **unused and unopened within 30 days of payment** provided Student has not received permissions to the program and/or course in question and has never logged into the Virtual Classroom or the Wiley Plus classroom.

Refund entitlement is calculated on the total tuition fees paid under the Registration Form (contract) **less** the non-refundable registration fee of Seventy-Five dollars (\$75.00). Where total fees have not yet been collected, C.I.H.S. Milton is not responsible for refunding more than has been collected to date.

Refunds before the first 15 days:

- a) If email/written notice of withdrawal is received by C.I.H.S. Milton 2-3 business days before Virtual Classroom or Wiley Plus Classroom permissions are given to the student, and before the commencement of instruction specified in the contract, C.I.H.S. Milton will retain the Seventy-Five dollar (\$75.00) registration fee only.

- b) If email/written notice of withdrawal is received by C.I.H.S. Milton less than fifteen (15) calendar days after permissions are granted to the Virtual Classroom or Wiley Plus Classroom and the commencement of instruction specified in the contract has begun and the Student has logged into the Virtual Classroom or the Wiley Plus Classroom, C.I.H.S. will retain 50% of the total fees due under the contract.

Refunds after the 14th day

If written notice of withdrawal is received by C.I.H.S. Milton, or a student is dismissed after the 14th day of the start date specified in the contract, C.I.H.S. Milton will retain 100% of the total fees due under the contract.