

CANCELLATION REFUND POLICY

An applicant rejected by the school is entitled to a refund of all monies paid.

The application fee and other stated non-refundable fees are not eligible for refunds. Students requesting a refund must submit a written request signed and dated to the Program Director by mail, walk-in or fax.

A student will receive a full refund if they cancel their contact with MCS within three (3) business days of signing the enrollment agreement/contract.

Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program.

Withdrawal Procedure:

A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and be signed and dated by the student.

B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.

C. A student will be determined to be withdrawn from the institution if the student misses seven consecutive instructional days and all of the days are unexcused. All refunds must be submitted within 30 days of the determination of the withdrawal date.

If you withdraw	Amount You Owe
Within 3 Calendar days of enrollment/signing of this Agreement	\$0.00 (100% Refunded)
After 3 Calendar days:	
If the student has not submitted any lessons	Non-Refundable Fees + Registration
Completed 5% of the program and withdraw, then I am responsible for 5% of the tuition and thus am eligible for a 95% refund.	Nonrefundable Fees + Registration Fees + 5% of Tuition
Completed 10% of the program and withdraw, then I am responsible for 10% of the tuition and thus am eligible for a 90% refund.	Non-Refundable Fees + Registration Fees + 10% of Tuition
Completed 20% of the program and withdraw, then I am responsible for 20% of the tuition and thus am eligible for a 80% refund.	Non-Refundable Fees + Registration Fees + 20% of Tuition
Completed 30% of the program and withdraw, then I am responsible for 30% of the tuition and thus am eligible for a 70% refund	Non-Refundable Fees + Registration Fees + 30% of Tuition
Completed 40% of the program and withdraw, then I am responsible for 40% of the tuition and thus am eligible for a 60% refund	Non-Refundable Fees + Registration Fees + 40% of Tuition
Completed 50% of the program and withdraw, then I am responsible for 50% of the tuition and thus am eligible for a 50% refund	Non-Refundable Fees + Registration Fees + 50% of Tuition
NO Refunds after Completing 50% of the Program	You owe all fees and 100% of Tuition
<i>Registration Fee is \$100 + Technology Fee is \$100 both are nonrefundable. Any amount owed is due within 30 days of cancellation. No refunds made after 50% of completed lessons or enrollment. All students must complete program within 12 months of enrollment or re-enroll as a new student if accepted by the MCS.</i>	