



Office: (763) 576-8146 www.savealifemn.com

REFUND POLICY for Courses with SAVE A LIFE

Prior Notification Refundable Amount:

1. If you are dismissed from the program, do not meet the program requirements, or drop out without notice, there will be no refunds of tuition.
2. Students who withdraw from a class up to Fourteen (14) days or more from the start of the class will receive a full refund; if no access to course materials and or codes have been redeemed, accessed in Google Classroom, MyBrady Pearson, American Heart Association ebooks, or codes.
3. Students who withdraw from a class less than Fourteen (14) days from the start of the class will not receive a refund.
4. Any student who fails the program and is terminated is responsible for all unpaid balances for the program.

No refunds will be issued once a student has:

Online Codes or eBooks:

- A. American Heart Association ebooks, and or access codes, MyBradyLab online access codes, Google Classroom, are single-use educational products. Once a code has been issued, assigned, redeemed, activated, or accessed by the student, no refund will be provided for that portion of the tuition or fees, regardless of course completion status.
 - B. Once a student receives and activate their ONLINE codes, they become the property of the student.
 - C. Once a student has been enrolled in the course and granted access to the American Heart Association ebooks, or codes, Google Classroom, MyBradyLab online course materials, electronic textbooks, or any other digital educational resources, those materials are considered delivered and utilized for educational purposes. Tuition and course fees become non-refundable at that time.
 - D. The school does not accept merchandise returns nor make refunds for redeemed ONLINE codes or eBooks.
- Students who have received access to course materials and are unable to attend may, at the sole discretion of SAVE A LIFE, be granted a one-time course credit valid for up to six months (6) from the original course start date. Course credits are non-transferable, have no cash value, and may only be applied toward the same or equivalent course offering.
 - Any student who fails the program or is terminated from the program remains responsible for all unpaid tuition balances and fees.



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Refund Process:

- Refunds are based on the last date of verifiable withdrawal.
- Refunds will be issued within 30 days of notification of withdrawal.
- Office fee's will be applied to the tuition fee and adjusted accordingly.

Please Note:

If you register for a course, you are responsible for payment whether or not you attend. Do not assume you will be withdrawn from a course if you do not pay. Refund appeals will only be considered for the following extraordinary circumstances:

- Illness documented by a physician's certificate
- Administrative error by the school
- Military transfer documented by a copy of transfer orders

U.S. Department of Veterans Affairs Refund Policy. VA educational benefits qualifying students under the VA will be afforded reimbursement directly from the VA under the current policies and guidelines set forth by the VA. Upon a change in enrollment status, the school certifying official will notify the VA in writing. The VA will then make a determination of tuition paid to be reimbursed to the student or money to be paid back to the VA for failure to complete the program of study. If the VA has partially paid the school or the student directly for the tuition, it is still the responsibility of the student to satisfy any remaining balance of tuition not covered through VA educational benefits. Credit Transfer Policy American Professional Educational Services does not accept transfer credits for any of its training programs

I have read and understand the above information and agree to its terms:

DATE

Student Name (Print)

Student signature

If Minor; Print name and Signature (Parent or person responsible for payment)

SAVE A LIFE Office Name (Print) and Signature