



MANUAL OF POLICY

POLICY NUMBER: I-16

POLICY TITLE: Continuing Education Classes, One Day Class, Cram Course, and Bookstore Items R. A. Thomas Educational Center Policy

LEGAL AUTHORITY: Florida Statutes 475.001-475.5018

DATE OF LAST REVIEW: 3/28/2022

1. In the case of courses that are less than 15 hours, no refunds will be provided after the first break. The deadline for refund requests is 30 days following the first day of class. If a student needs to cancel or reschedule a class with R. A. Thomas Educational Center, they will not be charged anything.
2. Students who are a “No show” (students who fail to attend a scheduled class meeting) are not eligible for a refund. However, after a year from the date of payment, the student will get a class credit with R. A. Thomas Educational Center.
3. There are no refunds for a cram course. After the student has received the course materials, there are no returns available. Before the start of class, R. A. Thomas Educational Center does not charge a fee for canceling or rescheduling. After tuition is paid for a cram course, it will be accessible for a full calendar year from the date of purchase.
4. All sales are final for books, videos, CDs, DVDs, calculators, flashcards, and other merchandise purchased from the bookstore. Within ten (10) days of the purchase date, if an item is defective, it can be replaced for a new one of the same edition. There will be a service fee added to any student's account for any returned check.

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<i>Randen A. Thomas</i>	3/28/2022
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PRESIDENT	DATE