

Tri-State Institute of Pharmaceutical Sciences (TIPS)

1057 Sixth Avenue, Huntington, WV 25701

Cancellation and Refund Policy

The unused portion of the tuition, fees, and other charges will remain with the Tri-State Institute of Pharmaceutical Sciences (TIPS) if the student does not begin classes, withdraws, or is dismissed.

All fees and payments remitted to TIPS by a prospective student shall be refunded, minus any application fees if the student is not admitted due to ineligibility.

An admitted student may cancel enrollment only by submitting a signed and notarized written notice (the Notice). If the Notice is received by TIPS prior to the first class day of the semester for which the student was admitted, TIPS shall refund all tuition paid by the student minus application fees and fifty dollars (\$50) cancellation fee.

For the purposes of refund calculations, an individual's status as a student shall be considered terminated by the School not later than seven (7) calendar days after the last day on which the student actually attended the School. The date of cancellation of enrollment initiated by a student shall be the date the Notice is received by TIPS. The school shall provide an Acknowledgement of Receipt for the Notice.

The TIPS will submit refunds according to the following policy within twenty (20) days after receipt of the Notice:

- A student who begins a term and cancels enrollment after completing up to one (1) week or ten percent (10%) of the term is entitled to a refund of ninety percent (90%) of the charges less the application fee and fifty dollars (\$50) cancellation fee.
- A student who begins a term and cancels enrollment after completing more than ten percent (10%) through twenty-five percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges less the application fee and fifty dollars (\$50) cancellation fee.
- A student who cancels enrollment after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges less the application fee and fifty dollars (\$50) cancellation fee.
- A student who cancels enrollment after completing more than fifty percent (50%) of the term is not entitled to a refund.

Students who are dismissed for criminal, ethical or disciplinary reasons will not receive a refund.