

Withdrawal Refund Policy (California)

You may withdraw from the CIA at any time after the cancellation period and receive a pro rata refund if you have completed 60% or fewer of the scheduled class days in the current payment period in your program through the last day of attendance. The refund will be less any application or deposit fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. New, unused equipment may be returned to the college's student affairs manager within 20 days of withdrawal for a refundable credit to the student account.

Tuition and Institutional Refunds including Housing, Board and other Fees

If a student has completed 60% or more of the period of attendance for which the student was charged, the tuition, housing, board and other fees is considered earned and the student will receive no refund. If the student has received federal student financial aid funds, the student is entitled to only a pro-rated refund of any moneys not paid by federal student financial aid.

For the purpose of determining the eligibility for a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the CIA of the student's withdrawal or the date the student plans to withdraw, whichever is later.
- The CIA terminates the student's enrollment for failure to maintain satisfactory academic progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations due to the CIA.
- If the student fails to return from any leave of absence.

For the purpose of determining the amount of any pro-rated refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount refunded will be calculated using the daily charge for the program (total institutional charges, divided by the number of days in the program), prior to withdrawal.