



Jay College of Health Sciences Inc

5275 Babcock Street NE, Suite #3,

Palm Bay, FL 32905,

Cancellation and Refund Policy

Charges will be posted by the fifth business day of each start date. Should a student be terminated or cancel the enrollment contract for any reason, all refunds will be made according to the following prorated refund schedule:

1. Cancellation must be made in person or by certified mail.
2. ***Drop/Add Policy for Nursing programs*** - The following tuition refund methodology applies:
 - Students who drop or withdraw from courses any time prior to one week after the start of class will receive a 100% refund of tuition and fees.
 - Students who drop or withdraw from courses after the first week but prior to the fourth week of the will receive a 50% refund of tuition and fees.
 - Students who drop or withdraw from courses after the fourth week of the term will not receive any refund of tuition and fees.
3. The refund policy for Nursing Programs is applied each every Student.
4. Termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received.
5. Refunds will be made within 30 days of termination or receipt of a cancellation notice.

Withdrawal Process

An official withdrawal occurs when a student formally informs the institution of their desire to withdraw. Students must inform the institution of their intent to withdraw in person or by certified mail. Jay College of Health Sciences, Inc. will automatically withdraw a student if the student incurs 10 consecutive absences, shows insufficient progress, or fails to pay program costs. Registration fees are non-refundable. All other payments are subject to the institution's Refund Policy.

Satisfactory Academic Progress

All students are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP sets minimum requirements in the following standards: maximum time frame for Academic Program completion, successful course completion rate, and cumulative grade point average.¹

Satisfactory academic progress is measured in terms of qualitative and quantitative standards. Students must complete an educational program within a time frame that is no longer than 150% of the published length of the educational program. All attempted withdrawn, failed, repeated, and/or transferred credits that apply to a student's program count toward this maximum time limit. The qualitative measure of a student's progress is measured by cumulative grade point average. Students whose grade point averages (GPA) fall below minimum GPA requirements will receive notification that they have been placed in one of the categories of academic progress listed below. All of these categories will become permanently recorded on the student's official transcript.

Students unable to complete all program requirements within the published timeframe will be subject to dismissal. Students who experience unexpected extenuating circumstances that inhibit their ability to complete all program requirements within the specified timeframe may request an extension of time of up to one (1) year (maximum). Requests must be received prior

¹ Academic progress towards graduation is separate from the standards for SAP for financial aid purposes. Jay College of Health Sciences, Inc. does not offer financial aid or participate in federal student aid programs.

to the expiration of the timeframe for program completion. Students must be in good academic and financial standing to be eligible for an extension.

Student:

Name (First and Last name)	Signature	Date
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School Management:

Signature	Date
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