

IV. Refund and Cancellation Policy: In the event that the learner decides not to participate in the course, a request for withdrawal must be submitted in any manner by, phone call, email, fax, or postal mail. If the learner provides a written notice of intent to withdraw, it must be submitted to the following address: 75-6099 Kuakini Hwy, Kailua-Kona, HI 96740 , Attention: Records Office. This can be done by hand or mail delivery. The written notice of withdrawal, if sent by mail, is effective based on the postmark date, properly addressed with sufficient postage. The Registration Fee (Application and Records Processing) of \$125 is non-refundable, if the learner cancels after five (5) business days from initial payment being received.

Below is the breakdown for the tuition refund for an 8-week course for learners who withdraw once the course has begun. Learners may pay upon registration per term. American Pacific University’s policy is fair and equitable, and no exceptions to the policy will be made. Please allow thirty (30) days for processing of your refund. **Note: No refund requests will be considered unless the learner’s account is current.**

1 st Week.....	80%
2 nd Week.....	60%
3 rd Week.....	40%
4 th Week.....	20%
5 th Week.....	0%

*Once the term has started, there is no refund for any **Administrative Fees Per Course** paid (including registration, technology, and library and information resources fees). American Pacific University may give special consideration to a learner’s request for cancellation beyond the minimum DETC refund policy in a case of learner illness or accident, death in family, or other circumstances beyond the learner’s control.

V. Learner’s Right to Cancel: Learners who cancel within five (5) business days after the date payment is received are entitled to receive a refund of all money paid to the institution,. A learner has the right to cancel the agreement for a course of instruction until midnight of the fifth business day after signing this Tuition Agreement. Cancellation may be submitted in any manner, phone call, email, fax or postal mail. If the learner provides a written notice of cancellation it must be submitted to the following address: 75-6099 Kuakini Hwy, Kailua-Kona, HI 96740, Attention: Records Office. This can be done by hand or mail delivery. The written notice of cancellation, if sent by mail, is effective based on the postmark date, properly addressed with sufficient postage. If the Tuition Agreement is cancelled by midnight of the fifth business on which the learner received the Tuition Agreement, the University will refund the learner any money paid 30 days after the notice of cancellation is received, less the Registration Fee (Application and Records Processing) of \$125.

VI. Maximum time allotted for completion of this program: 3 YEARS. If a learner has been placed under academic suspension or has not enrolled for 2 consecutive terms they must submit an “Application for Readmission Form”. A fee of \$75.00 may be required if a learner wishes to file an extension or re-enroll.

VII. Grievance Policy: All grievances/complaints must be delivered in written correspondence and presented to the Academic Review Committee. Such correspondence should be addressed to: Attn: Chair, Academic Review Committee, American Pacific University,75-6099 Kuakini Hwy, Kailua-Kona, HI 96740.

Note: Enrollment is contingent upon receipt of learner’s application, all official transcripts, and the learner meeting all admissions requirements.

My signature below certifies that: 1) I have been given reasonable time to read and understand it and that I have a clear understanding of your cancellation and refund policies (see website for an example of how it applies); 2) I have a clear understanding of a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect my decision to apply and enroll; 3) I understand my rights and responsibilities as a learner (please refer to website in Learner Right and Responsibilities Section); and 4) I understand that this is a legal and binding contract. I will receive a copy of this agreement after it is reviewed and accepted by American Pacific University. I also am in agreement that by submitting this document electronically I am in acceptance of it being a legal and binding contract.

Signature of Learner _____ Date _____
(mm/dd/yyyy)

Office Use Only:	
_____	TAFORM
_____	DATE
Date Received:	_____
Bursar	_____
Records:	_____
_____	Administration