

## **STUDENT'S RIGHT TO CANCEL**

You have the right to cancel your enrollment agreement for a program of instruction without any penalty or obligations. This right is valid through attendance at the first-class session or the seventh calendar day after enrollment, whichever occurs later. After this cancellation period, you also have the right to discontinue the program at any time. You are entitled to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period through the last day of attendance.

Cancellation of this agreement can occur up to:

\_\_\_\_\_ *(Enter date of first class or the seventh day  
after enrollment, whichever is later)*

### **Cancellation Process:**

Cancellation can be initiated by providing a written notice at the following address:

**Best Healthcare Institute, Inc. 26236 Industrial Blvd, Hayward, CA 94545**

This notice can be sent by mail or delivered in person. A written notice sent by mail is effective when properly addressed with the appropriate postage. The written notice need not follow a specific format but is effective if it indicates the student's decision not to continue with the enrollment agreement. If the enrollment agreement is canceled, the school will refund any payment made by the student, excluding a registration or administration fee not exceeding \$250.00. The refund will be processed within 45 days of receiving the cancellation notice, with deductions for any equipment not returned in good condition.

### **Withdrawal from the Program:**

A withdrawal may occur after the cancellation period, entitling the student to a pro rata refund if 60% or less of the scheduled days in the current payment period have been completed. The refund, processed within 45 days of withdrawal, will be less a registration or administration fee, not to exceed \$250.00, and any deduction for equipment not returned in good condition. If the student has completed more than 60% of the scheduled attendance period, no refund will be provided as the tuition is considered earned.

### **Conditions for Withdrawal:**

A student is considered to have withdrawn if:

- The student notifies the institution of withdrawal or as of the date of withdrawal, whichever is later.
- The institution terminates the student's enrollment for various reasons, including failure to maintain satisfactory progress, non-compliance with rules, excessive absences, or failure to meet financial obligations.
- The student fails to attend class for two consecutive days.

**Refund Calculation:**

The date of withdrawal is deemed the last recorded date of attendance. The refund amount is determined by multiplying the daily charges for the program (total institutional charge minus nonrefundable fees, divided by the number of days in the program) by the number of days scheduled to attend before withdrawal. No refund is provided if the student has completed more than 60% of the scheduled attendance period.

**Loan or Third-Party Payments:**

If any portion of the tuition was paid through a loan or third party, the refund will be sent to the lender, third party, or the relevant state or federal agency. Any excess amount will be used to repay student financial aid programs, with the remaining balance returned to the student. If federal student financial aid funds were received, the student is entitled to a refund of monies not paid from these funds.

---

**School Official's Name/Signature**

**Date:**

---

**Student's Name /Signature**

**Date:**