

STUDENT DISMISSALS/WITHDRAWALS

Refund Policy

If a student fails to enter the program or withdraws, or is discontinued at any time prior to completion, the amount charged will be an approximate pro-rata portion of the total charges for tuition and other charges.

Any monies due a student, sponsor, or grantor will be paid within 30 days, upon approval from Tough Start Incorporated.

Readmission Policy and Student Appeals Process

Any veteran who needs to postpone their training for military purposes, and provides documentation of a military leave or equivalent, will be allowed to return to finish their training when they are available to do so. It will be noted in their student file of their leave and possible date of readmission.

Any student dismissed from training due to a violation of program policy, rules, regulations, attendance, etc. will have the right to appeal their dismissal. The student must initiate the appeal process within five (5) business days from their dismissal, as determined by Tough Start Incorporated.

The appeal process must be initiated by submitting a written request to Tough Start Incorporated's Training Director. The written request must address the reason for dismissal and make a substantial showing of good cause to justify readmission. Submitting any form of documentation showing just cause will be helpful.

The Training Director will make the final decision as to if a student will be allowed readmission into the training program. Readmission is typically limited to one occurrence.



President's Signature