

BATON ROUGE SCHOOL OF COURT REPORTING

MACHINE COURT REPORTING AND CART/CAPTIONING PROGRAMS - TUITION REFUND POLICY:

- A. **Three Business Day Cancellation:** I understand that if for any reason I am unable to participate in the enrolled program, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial tuition payment.
- B. **Cancellation After the Three Business Day Cancellation But Before Commencement of Participation by the Student:** Full refund of prepaid tuition if cancellation occurs before commencement of class participation.
- C. **Cancellation After Commencement of Participation:** This contract may be cancelled with 30 days' written notification to BRSCR. I understand that tuition will be assessed until written notification is received and through the end of the 30-day withdrawal period.
 - 1. During the first week of participation, BRSCR shall retain 10% of the Estimated Total Tuition and shall refund 90% of the Estate Total Tuition for the course, less the registration fee.
 - 2. During the next three weeks of participation, BRSCR shall retain 25% of the Estate Total Tuition and shall refund 75% of the Estimated Total Tuition for the course, less the registration fee.
 - 3. After the first four weeks and up through the first 25% of the Length of Course, BRSCR shall retain 45% of the Estimated Total Tuition and shall refund 55% of the Estimated Total Tuition for the course, less the registration fee.
 - 4. During the second 25% of the Length of Course, BRSCR shall retain 70% of the Estimated Total Tuition and shall refund 30% of the Estimated Total Tuition for the course, less the registration fee.
 - 5. During the third and fourth 25% of the Length of Course, BRSCR shall retain 100% of the Estimated Total Tuition for the course through the current year of participation. Payments for future contract years will be refunded if the contract is cancelled in a prior contract year.

VOICE COURT REPORTING AND CART/CAPTIONING PROGRAMS - TUITION REFUND POLICY:

- A. **Three Business Day Cancellation:** I understand that if for any reason I am unable to participate in the enrolled program, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial tuition payment.
- B. **Cancellation After the Three Business Day Cancellation But Before Commencement of Participation by the Student:** Full refund of prepaid tuition if cancellation occurs before commencement of class participation.
- C. **Cancellation After Program Start Date:** This contract may be cancelled by written notification to BRSCR. Any remaining tuition obligation will be assessed from the Program Start Date as follows:
 - 1. During Week 1 of enrollment, BRSCR is owed 10% of the Total Tuition amount, and the registration fee.
 - 2. From Week 2 through Week 5 of enrollment, BRSCR is owed 25% of the Total Tuition amount, and the registration fee.
 - 3. From Week 6 through Week 10, BRSCR is owed 45% of the Total Tuition amount, and the registration fee.
 - 4. From Week 11 through Week 20, BRSCR is owed 70% of the Total Tuition amount, and the registration fee.
 - 5. From Week 21 and thereafter, BRSCR is owed 100% of the Total Tuition amount, and the registration fee.

SCOPING PROGRAM - TUITION REFUND POLICY:

- A. **Three Business Day Cancellation:** I understand that if for any reason I am unable to participate in the enrolled program, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial tuition payment.
- B. **Cancellation After the Three Business Day Cancellation But Before Commencement of Participation by the Student:** Full refund of prepaid tuition if cancellation occurs before commencement of class participation.
- C. **Cancellation After Program Start Date:** This contract may be cancelled by written notification to BRSCR. Any remaining tuition obligation will be assessed based on completion percentage of the 96 course/clock hours, as follows:
 - 1. If the student has completed less than 15% of the course clock hours, BRSCR is owed 20% of the Total Tuition amount, and the registration fee.
 - 2. If the student has completed 15% to 24% of the course clock hours, BRSCR is owed 30% of the Total Tuition amount, and the registration fee.
 - 3. If the student has completed 25% to 49% of the course clock hours, BRSCR is owed 55% of the Total Tuition amount, and the registration fee.
 - 4. If the student has completed 50% or more of the course clock hours, BRSCR is owed 100% of the Total Tuition amount, and the registration fee.

NONMEDICAL TRANSCRIPTION PROGRAM - TUITION REFUND POLICY:

- A. **Three Business Day Cancellation:** I understand that if for any reason I am unable to participate in the enrolled program, all monies paid will be refunded if requested within three (3) business days after signing an enrollment agreement and making an initial tuition payment.
- B. **Cancellation After the Three Business Day Cancellation But Before Commencement of Participation by the Student:** Full refund of prepaid tuition if cancellation occurs before commencement of class participation.
- C. **Cancellation After Program Start Date:** This contract may be cancelled by written notification to BRSCR within thirty (30) days of the Program Start Date. At time of cancellation, the tuition obligation will be assessed based on the percentage completion of the 30 lesson/clock hours, with refund of tuition as follows:
 - 1. If the student has completed less than five (5) clock hour/lessons, BRSCR is owed the registration fee and 20% of the Total Tuition amount.
 - 2. If the student has completed between five (5) and fifteen (15) clock hour/lessons, BRSCR is owed the registration fee and 55% of the Total Tuition amount
 - 3. If the student has completed sixteen (16) or more clock hour/lessons, BRSCR is owed the registration fee and 100% of the Total Tuition amount.