**TUITION AND OTHER COSTS**: The total tuition and other costs are shown above. A student will be charged for the entire course and the amount becomes payable on the first day of class. The student budget sheet is used to outline the method that will be used to pay all costs the student will incur. Tuition is charged on the first day of class. If a student’s enrollment is terminated before the end of the course, the tuition charged may require adjustment in accordance with the School’s refund policy as stated in this Enrollment Agreement All other fees and charges are non-refundable when the applicable service or item is provided to the student. Payment for tuition and fees may be made by cash, check, and credit card and/or by federal or state financial aid sources. If the student maintains continuous enrollment in her / his course of study, and upon the request of the student and the approval of the School, the student may be approved for additional instructional time for the completion of all course requirements beyond the above stated expected graduation date.

**PAYMENT DUE DATES**: All tuition and fees that may become due are described in this Agreement except for potential incidental costs related to educational supplies.   All amounts due under this Enrollment Agreement must be paid on or before their due date, unless the student and Florida Vocational Institute expressly agree in writing to defer the due date of a payment, in which case payment of interest or a service charge may be required.  Any written agreement to defer the due date of a payment shall be a part of this Enrollment Agreement.

**CANCELLATION or TERMINATION By The School:** The School may terminate the enrollment of a student who: 1) fails to maintain passing grades, satisfactory attendance, or satisfactory progress; 2) fails to pay tuition and fees on time; 3) fails to disclose a felony; 4) maliciously destroys, damages, or steals from the School, staff or other students (the student may also be held liable for the costs of repair or replacement as a result of such action); 5) engages in improper or unlawful conduct; 6) brings discredit to the School; or 7) engages in behavior that interferes with the educational process, or the human or civil rights of another student(s) or staff member(s).

**CURRICULUM, CLASS SCHEDULES & CHANGES:** The School reserves the right to cancel any class, change the scheduled time of classes, substitute instructors, and revise or add classes or programs as conditions demand. Classes without a sufficient number of students may be consolidated, canceled, or rescheduled; however, courses required for graduation will be offered during the period of time for which the student is enrolled per the Enrollment Agreement. The School reserves the right to make curriculum changes as it deems appropriate. If the School revises the start date of any course or cancels any course, applicants for that course have the option of having all fees and prepaid tuition refunded, or the student may elect to attend the course at the revised start date. The maximum possible delay for a start date is fifteen (15) class days, after which time School will refund all fees and prepaid tuition to those students who are not able to begin their course. Classes on campus are generally scheduled between 9:00am and 10:00pm, Monday through Saturday.The scheduling of externship courses may be at times other than normal School hours, including evenings and weekends. Class schedules may change each Term.

**CONSUMER INFORMATION:** For more information about the School’s graduation rates, the median debt of students who completed the program, and other important information, the student should visit the School’s website at http://www.fvi.edu. See the “Consumer Information” tab on the website.

**GRIEVANCE PROCEDURE:** Florida Vocational Institute is committed to helping each student achieve his or her goals. The School is sensitive to the concerns of its students. Any student wishing to express a grievance or complaint should consult the School Catalog for further information on the procedures for filing and resolving a grievance or complaint. Issues remaining unresolved at the campus level may be directed to the Florida’s Commission for Independent Education (CIE), Department of Education, 325 West Gaines Street, Suite 1414 Tallahassee, FL 32399, [www.fldoe.org/cie](http://www.fldoe.org/cie), (888) 224-6684 or the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Atlanta, GA 30350, [www.council.org](http://www.council.org), (800) 917-2081.

**REFUND AND CANCELLATION POLICIES:** If an applicant/student cancels or withdraws or is terminated by Florida Vocational Institute for any reason, refunds will be made according to Florida Vocational Institute Refund Policy (see below).

If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Florida Vocational Institute determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student’s last day of class attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Florida Vocational Institute from any and all liabilities**.** All governmental and agency refunds will be made within the required time limits of the funding agency.

**CANCELLATION / REJECTION POLICY:** Florida Vocational Institute will refund all monies paid by an applicant who is rejected for enrollment by the School, or who enrolls in a course that the School cancels, or who cancels in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) of signing the enrollment agreement.

**TUITION REFUND POLICY**: A student wishing to officially withdraw should inform Florida Vocational Institute in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to Florida Vocational Institute after withdrawing must sign a new enrollment agreement and will be subject to the then-current price of tuition. A student’s last date of attendance as documented by Florida Vocational Institute will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formula below

**Proportion of Total Term Taught Tuition Due for the Term**

40% or Less Pro-Rata

40.01% up to and including 50% 50%

More than 50% 100% / No Tuition Refund

**CERTIFICATION, REGISTRATION, AND LICENSING:** Florida Vocational Institute does not guarantee that a student who completes his or her course will pass certification, registration, or licensing tests. A student’s eligibility to sit for specific certifications is determined by the certifying entity, and students may not be eligible to sit for all certifications. A student who elects to pursue additional testing is responsible for the costs of those tests. If the student believes he/she can be certified, registered or licensed without attending Florida Vocational Institute, it is the student’s responsibility to seek out the applicable information. The School is not responsible for providing information on all of the options for certification, registration or licensing.

**STUDENT'S RIGHT TO CANCEL**: I understand that I may cancel this Agreement and receive a full refund of monies I have paid for tuition and fees, by mailing a written notice postmarked within 72 hours (until midnight on the third day excluding Saturdays, Sundays and Legal Holidays) after the date this enrollment agreement was signed. I further understand that I may use this pageas a cancellation notice by writing "I hereby cancel" at the bottom, and adding my name, date, address and signature, and delivering, or mailing it to Florida Vocational Institute 7757 W. Flagler Street, Suite 220, Miami, Florida 33144, Attention: Campus Vice President. I also understand that if I cancel this agreement as noted above more than three days after signing it, and after making an initial payment, but prior to the start of classes, I am entitled to a refund of all my payments for tuition and fees, minus a $50 Registration Fee and background check if processed.

***I acknowledge, understand and agree that this Enrollment Agreement is a binding contract which constitutes the entire agreement and understanding between the School and me, and that it supersedes and replaces all prior representations or agreements, whether written or oral.***

***I have read and received a copy of this Agreement and*** ***the School’s catalog.***