

Emory University WOCNEC Refund Policy 2017

The \$200 application fee is non-refundable. No exceptions.

All refund requests must be made in writing. They may be sent via email, fax, or US mail. They will be date stamped upon receipt.

There will be a \$50 fee to process all refund requests. The fee will be deducted from any refund payments issued. Refund requests for multiple courses will be treated as one refund if requested on the same date. Otherwise, a \$50 fee will apply to each request.

The cost of any hard copy manuals that were shipped (plus the shipping costs) will be deducted from any refund payments issued unless the manual(s) is returned in new condition.

Tuition will be refunded according to the following guidelines:

Before Cohort Start Date:

Greater than thirty (30) days: 100% of all prepaid courses.

Less than or equal to thirty (30) days: 80% of the 1st course; 100% of all other prepaid courses.

After Cohort Start Date:

Less than or equal to thirty (30) days: 75% of the 1st course; 100% of all other prepaid courses that were NOT accessed.

Greater than thirty (30) days, but less than or equal to forty five (45) days: 50% of the 1st course; 100% of all other prepaid courses that were NOT accessed.

1-2 courses accessed: \$0 for 1st course, 50% for 2nd.

2-3 courses accessed: \$0 for 1st & 2nd courses, 50% for 3rd course.

Greater than forty five (45) days: 0% refund on 1st course; 100% refund of all other prepaid courses that were NOT accessed.

No refunds awarded if the request is received after six (6) or more months of inactivity.

Emory Nursing's WOCNEC will evaluate refunds on a case-by-case basis.

Participants who elect to move to INACTIVE status during their program will have their completed course records maintained (and invested money preserved) for up to one (1) year from Original Cohort Start Date. In order to resume studies, Participant will be required to:

1. Submit updated contact and licensure information;
2. Submit updated Preceptorship Plan;
3. Pay current readmission fee;
4. Pay current extension fee if necessary AND
5. Pay any tuition increases which occurred during the inactive period.