

## Discount Policy

Discounts are valid on new class registrations only, and cannot be applied to prior booked, scheduled or registered courses. Discounts are only applicable to single course offerings. Discounts must be mentioned at the time of registration. To enjoy your discount, payment is expected prior to the commencement of class.

## Payment

Payment must be received at least five days prior to class start date or 30 days from registration; whichever comes first. For anyone who registers within five days of the start date, payment is due upon registration. All course/s must be registered and completed within 1 year of registration date. If courses are not completed within 1 year of registration date, all payments and courses will be forfeited.

## Rescheduling Policy

Individual course clients may reschedule a class without charge if rescheduling is requested at least 14 days prior to the class date. Rescheduling within 14 days of the class date will be subject to \$150.00 rescheduling fee. Payment is due on the day the rescheduling request is made, and will be automatically charged to those paying via credit card.

Manhattan Edit Workshop reserves the right to reschedule a class if the number of participants drops below the minimum. In no event shall Manhattan Edit Workshop be liable for any incidental, indirect, special or consequential damages, resulting from rescheduling or training.

## Refund Policy

A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee (\$100) or 10% of class tuition whichever is less.

B. Thereafter, a student will be liable for

1. The non-refundable registration fee plus
2. The cost of any textbook or supplies accepted plus

3. Tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the students.

If termination occurs: school may keep:

0 - 15% of the program.....	0%
16 - 30% .....	25%
31 - 45% .....	50%
46 - 60% .....	75%
After 60% of the program.....	100%

The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due, pursuant to section 5002 of the Education Law.

C. The student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund.

**Manhattan Edit Workshop does not guarantee a job to any student or graduate.**

**If required, student acknowledges he/she has a high school diploma.**