

# CHRISTA MCAULIFFE ACADEMY



# SCHOOL OF ARTS AND SCIENCES

## TOUCH THE FUTURE >>>

### Payment and Refund Terms

**Registration Fee:** CMASAS requires payment of a non-refundable registration fee for full-time enrollments.

**Tuition:** CMASAS requires payment of tuition

- 1) In full or;
- 2) Down payment plus monthly payment plan - Prior to opening the final course for a student on a payment plan no more than 2 monthly payments may remain. Parents may pay the difference between the outstanding balance and total of two payments at any time prior to the course being approved.

Tuition and all outstanding fees must be paid in full in order to receive a diploma from CMASAS. Transcripts are issued based on the tuition applied to courses taken. Courses are added to a student's official transcript once the course is fully completed and the student account is in good standing.

All Platinum Level courses must be completed within a 365-day continuous enrollment period from date of enrollment. Any courses not completed within 365 continuous days will count toward the student renewal enrollment option regardless of percentage of the course completed.

**ALL SALES MADE OUTSIDE OF THE UNITED STATES ARE FINAL AND NO REFUNDS SHALL BE MADE.**

### **Individual Course Drop and Withdrawal - Refund Policy:**

**The following refund terms apply ONLY to sales made INSIDE the United States:**

**Refund Policy:** Refunds are ONLY available for tuition that has been paid in full. In order to be eligible for a refund, a parent or guardian must provide written notification to CMASAS Administration, requesting to drop a course or withdraw the student from the school. It is also recommended that the Director of Education is contacted to discuss the reason for the course drop or program withdrawal. Refunds are calculated based on the "Withdrawal Date" which is the postmark and/or electronic imprint date and time on the written notification. Any written notification with imprint time after 5 P.M. Pacific Time will be considered as received on the next business day. Specific information on maximum percentages available for refund is outlined below:



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Type	Enrollment Type	Payment Type	Prior to Start of Course Enrollment	Day 1-30 of Course Enrollment	Beyond 30 Days of Course Enrollment
Course Drop	Individual Course	Paid in Full	100%	See 30 Day Money Back Guarantee	0%
Course Drop	Full-Time	Paid in Full/ Payment Plan	Does not count toward total # of Credits on Enrollment Plan	Counts toward total # of Credits on Enrollment Plan	Counts toward total # of Credits on Enrollment Plan

**Full-time Student Withdrawal:**

**Suspension of Payment Plan:** Students withdrawing who are on a payment plan with CMASAS may be eligible to have future payment obligations cancelled. In order to be eligible, a parent or guardian must provide written notification to Personalized Education Group, Inc., requesting to withdraw the student from the school. It is also recommended that the school’s Director of Education is contacted to discuss the reason for the program withdrawal. **\*Future payment obligations are calculated based on the table below or at the discretion of Personalized Education Group, Inc. may be calculated based on the number of courses completed and “Withdrawal Date” which is the postmark and/or electronic imprint date and time on the written notification.** Any written notification with imprint time after 5 P.M. Pacific Time will be considered as received on the next business day. Specific information on minimum # of payments required or maximum refund available is outlined below:



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Type	Enrollment Type	Payment Type	Prior to Start of Enrollment	Day 1 - Day 30 of Enrollment	Day 31 - Day 90	Beyond 90 Days of Enrollment
Program Withdrawal	Full Time	Payment Plan	All Monthly Payments Due Are Cancelled	See 30 Day Money Back Guarantee	A minimum of 5 Monthly Payments Are Due – All Additional Monthly Payments May Be Cancelled*	A minimum of 10 Monthly Payments Are Due - All Additional Monthly Payments May Be Cancelled*
Program Withdrawal	Full-Time	Paid in Full	100% (Materials NOT Shipped) 75% (Materials shipped)	See 30 Day Money Back Guarantee	50% Refund	0%

THERE ARE NO REFUNDS ON MATERIALS PURCHASED AND ON ANY APPLICABLE SHIPPING CHARGES IF MATERIALS HAVE BEEN SHIPPED. Personalized Education Group, Inc. HAS NO OBLIGATION TO PROVIDE A REFUND IF YOU OR YOUR CHILD VIOLATES A SCHOOL POLICY OR OTHERWISE FAILS TO COMPLY WITH ANY MATERIAL TERM OR CONDITION APPLICABLE TO YOUR ENROLLMENT.

**Suspension and Termination:** Personalized Education Group, Inc. may suspend course access to CMASAS students without notice, if the student is on a payment plan, and we have not received payment for service or payment has been declined. In addition, Personalized Education Group, Inc. may terminate any enrollment if student and/or guardian breach or otherwise fail to perform any material obligation and do not cure the breach within 30 days after Personalized Education Group, Inc. has notified affected parties of breach. A reinstatement fee of \$40, in addition to past due tuition, will apply to any student whose account has been suspended. Any terminated account must complete a new enrollment registration at current tuition rates in addition to paying tuition which is past due. Registration fees apply to all enrollment registrations.

**Collection Costs and Attorney Fees.** If any unpaid registration fees or tuition are sent to collections, or if an arbitration, suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to all collection costs, reasonable attorney fees incurred in the preparation,



prosecution, or defense of such arbitration, suit, or action as determined by the arbitrator or trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

**Arbitration.** Any dispute, controversy, or claim arising out of or relating to this Agreement will be settled by arbitration. The exclusive arbitration forum, and venue for any disputes, will be the Arbitration Service of Portland, Inc. in Portland, Oregon. Judgment on the award rendered by the arbitrator may be entered in the circuit court in the county in which the arbitration occurs, and the resolution of the disputed matter as determined by the arbitrator will be binding on the parties.

**Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.