



REFUND POLICY

Email : mhrmyanmar@gmail.com

www.mhrinstitute.org

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For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including **but not limited to** student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 40 days of official cancellation or withdrawal.

1. All fees and payments, except the non-refundable application fee, remitted to the school by a prospective student shall be refunded if the student does not enroll in the school, does not begin the program or course, with-draws prior to the start of the program, or is dismissed prior to the start of the program. Applicants who have not been accepted for admission will be notified via an **emailed** denial letter and refunded the application fee within 40 days from the date of application submission.
2. The school shall provide a period of at least three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable application fee.
3. Following the period described in section 2 above, a student applicant (who has applied for admission) may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When cancellation is requested under these circumstances, the school is required to refund all tuition paid by the student less the nonrefundable application fee. A student applicant will be considered a student as of the first day of classes.
4. The date of the institution's determination that the student withdrew should be no later than 14 calendar days after the student's last date of attendance as determined by the institution from its attendance records. After 14 calendar days, the institution is expected to have determined whether the student intends to return to classes or to withdraw. In addition, if the student is eventually determined to have withdrawn, the end of the 14-day period begins the timeframe for calculating the refunds. In the event that a written notice is submitted, the effective date of termination shall be the date of the written notice. The school may require that written notice be transmitted via registered or certified mail, or by electronic transmission, or in writing per the Refund Policy in the enrollment contract. The school is required to submit refunds to individuals who have terminated their status as students and are due a refund per the institutional Refund Policy, within 40 days after receipt of a written request or the date the student last attended classes whichever is sooner.
5. For students who enroll and begin classes but withdraw prior to course completion. The following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of Program Completed Based on Scheduled Hours	Total Tuition School Shall Receive/ Retain
0.01% to 24.9%	25% of the cost of the program
25% to 49.9%	50% of the cost of the program
50% to 74.9%	75% of the cost of the program
75% and over	100% of the cost of the program; Student is not entitled to refund

6. Fractions of credit for courses completed shall be determined by dividing the total amount of time required to complete the period or the program by the amount of time the student actually spent in the program or the period, or by the number of correspondence course lessons completed, as described in the contract.

7. Expenses incurred by students for instructional supplies, tools, activities, library, rentals, service charges, deposits, and all other charges are not required to be considered in tuition refund computations when these expenses have been represented separately to the student in the enrollment contract and catalog, or other documents, prior to enrollment in the course or program. The school shall adopt and adhere to reasonable policies regarding the handling of these expenses when calculating the refund.

TERMINATION

The refund policy applies to all terminations for any reason. If a student maintains unsatisfactory grades or academic progress, he or she may be dismissed from the program. The school may immediately terminate a student's enrollment for noncompliance with General Policies; the signed enrollment contract; State Laws and regulations; Improper conduct; Any negative/disrespectful comments; Behavior that is considered disruptive or any actions which could cause bodily harm to a client, a student, or employee of the school, injury to the school's reputation; willful destruction of school property; theft/any illegal act. **Students who exceed the maximum time frame shall be terminated from the program once maximum time frame has been reached.**