

IV. CANCELLATION AFTER THE START OF THE PROGRAM WITHOUT RCIIS LOA ISSUED

Based on how much of the course has been completed the following amounts will be <u>deducted</u>:

Program Completion	Total Tuition Fee	Total Material Fee
0-10%	50%	50%
11-30%	70%	70%
31%-	No refund	No refund

If for any reason, a student is dismissed from ROIS, <u>no refund</u> will be made for the remainder of their tuition or material fee.

Tuition and material fees are non-transferable.

For students studying as part of a package, there will be <u>no refunds</u> for the cancellation of individual programs within the package.

V. ABSENCE / VACATION

Students absent from class for 5 or more consecutive days without notifying the school in writing, will be removed from the class list and may have to re-enter the program. Tuition and material fees cannot be extended during unapproved absence for any reason; therefore, you will not receive a Letter of Attendance from the school.

VI. DEFERRALS

In the case of a deferral there will be an additional charge based on the table below:

Deferral	Before the start date	On or after the start date
First time	10‰f tuition and material fee	25% of tuition and material fee
		*ROIS will determine when you can start
Additional	20‰f tuition and material fee	30% of tuition and material fee
times		*RCIS will determine when you can start

Deferral requests must be given to ROIS in writing.

VII. APPLYING THROUGH AN AUTHORIZED REPRESENTATIVE

If a student applied through an authorized representative of ROIS, the student must request and obtain refunds directly from the representative. ROIS assumes students have read and given consent of the ROIS Refund Policy when applying through their agents.

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