

ONE STOP ACADEMY, INC.

108-10 72nd AVENUE, 2ND FL, FOREST HILLS, NY 11375

REFUND POLICY

Refund Due Dates:

All refunds will be issued by check within ten (10) business days from the documented date of determination. The date of determination is the date indicated on the Refund Request Form at the time of submission.

First Quarter		Subsequent Quarters	
Withdrawal Period	Refund Percentage	Withdrawal Period	Refund Percentage
Within First week	100%	Within First week	75%
Within Second week	75%	Within Second week	50%
Within Third week	50%	Within Third week	25%
Within Fourth week	25%	After Third week	0%
After Fourth week	0%		

Cancellations:

1. Program Cancellation: If One Stop Academy cancels a program after a student's enrollment, One Stop Academy will refund all monies paid by the student.
2. Cancellation Prior to the Start of Class or No Show: If an applicant cancels prior to the start of scheduled classes or never attends class, One Stop Academy will refund all tuition paid, less non-refundable charges, such as application fee. One Stop Academy may require that the student retain all books and materials purchased from the school and issued. A portion of the cost of books and/or materials may be refunded if they are returned in proper condition for resale.

Withdrawal or Dismissal after Start of Class:

3. Refunds are calculated based on the student's Last Date of Attendance (LDA). Any week in which the student attends at least one day is considered a full week.
4. Students who withdraw or are dismissed, including for disciplinary reasons or actions taken by law enforcement, are entitled to refunds. Tuition may not be forfeited solely due to dismissal.
5. First Period of Financial Obligation (First Quarter): For students whose LDA occurs at any point in the first four weeks of their initial period of financial obligation, One Stop Academy may retain the charges applicable to the first four weeks. For students whose LDA occurs after the first four weeks but before or at the mid-point of their period of financial obligation, One Stop Academy may retain a prorated amount of tuition. For students whose LDA occurs after the midpoint, the institution may retain all of the charges for that period. Any tuition paid for the balance of the program must be refunded in full.
6. Subsequent Periods of Financial Obligation or Enrollment Periods (Subsequent Quarters): For students who have completed the first period of financial obligation or extended their enrollment at the institution but whose LDA occurs before or at the midpoint of any subsequent period of financial obligation, One Stop Academy may retain a prorated amount of tuition for that period. If the LDA occurs after the midpoint of any subsequent period of financial obligation, One Stop Academy may retain all of the tuition for that period. Any tuition paid for the balance of the program must be refunded in full.

7. In the event that no notice of withdrawal (written or verbal) is provided, the institution automatically administratively withdraws a student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the institution)

Pro-Rata Refund:

Tuition refunds are calculated on a pro-rata basis through fifty percent (50%) of the term of enrollment.

- If a student withdraws on or before the midpoint (50%) of the term, tuition will be refunded based on the portion of the term completed.
- If a student withdraws after completing more than fifty percent (50%) of the term, One Stop Academy may retain up to 100% of the tuition for that term.

Example: If a student withdraws during week five (5) of a ten (10) week term, One Stop Academy may retain fifty percent (50%) of the tuition paid for that term.