



*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

### **Refund Policy**

CTK developed fair and equitable plan to refund of tuition, fees, and other institutional charges for students who wants to withdraw from the programs. The policy requires following step-by-step procedure and is uniformly administered throughout the year and to all students.

1. Refund process starts once a written notification through email or in paper format, has been provided to the institution by the student, or from the date the institution terminates the student or determines withdrawal by the student.
2. Students withdrawing from a program within 72 hours after the first day of class will be refunded all fees paid.
3. Furthermore, in accordance with TWC guidelines, students withdrawing from a program after three days of the program start date through the end of the program will be assessed a \$100 administrative fee. As a result, CTK deducts only \$100, from the refund.
4. Other fees paid will be refunded to the student, as per the refund calculation sheet provided by TWC, and uniformly administered to all students and throughout the years.
5. The Admissions/record Office in conjunction with the Accounting Office refunds the amount calculated as per the refund sheet within forty-five days or if the student is terminated as per the termination procedure published in the catalog.
6. Record office start the refund process automatically even if the student didn't inform the institution, if a student is consecutively absent for 14 continuous days and didn't inform of any excusable excuses.
7. The refund calculation form is kept in students file for record.