Refund Policy & Procedure
(Revised 12/01/21; effective for students admitted on or after 12/01/21).

Refund Policy

We understand that “life” happens and circumstances change. Please follow this policy and procedure if your plans for WOC nursing education change.

Refund requests must be submitted in writing, on the student change form (see link below). Refunds are considered on a case-by-case basis and must include the reason the refund is requested. Incomplete forms will be returned, which will delay processing.

This policy is subject to change at any time without notice. The policy in effect when a refund request is received will be used to determine eligibility and fees.

Eligibility Criteria

Canvas access has not expired nor been suspended. Refunds must be requested within 90 days of the payment date.

Exclusions

No refunds are allowed for the application fee or any additional fees, e.g., extension fees. No tuition refunds are allowed for any course that was accessed in Canvas (even if accessed one time). No refunds after 90 days. This includes tuition for courses that were not accessed. (No exceptions)

Associated Fees

A $50 processing fee will be deducted from each refund payment. The cost of any manuals will be deducted. Return of manuals is not allowed.

Refund Payments

Refund payments will be made in accordance to how the monies were received. If the monies were received by credit card, the refund payment will be applied to that same card. If the monies were received by check, the refund payment will be made by check. The refund check will be payable to the Payer of the check that is subject to refund.

Refund Procedure

Click Here to Complete the Student Change Form