



# Altra Academy

HOME HEALTH AIDE TRAINING

## Withdrawal Form

I \_\_\_\_\_ officially request to withdraw from the Home Health Aide Training Class at Altra Academy effective \_\_\_\_\_.

For the following reason:

\_\_\_\_\_  
\_\_\_\_\_.

I understand that my refund will be based upon MGL, Chapter 255, section 13K

If you terminate agreement within 5 days, you will receive a full refund of all tuition paid, provided you have not commenced the program.

If you terminate agreement during the first quarter of the program, you will receive a refund of 75% of tuition paid less actual reasonable administrative costs.

If you terminate agreement during the second quarter of the program, you will receive a refund of 50% of tuition less actual reasonable administrative costs.

If you terminate agreement during the third quarter of the program, you will receive a refund of 25% of tuition less actual reasonable administrative costs.

Altra Academy is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.

Student will receive a refund calculation and any refund due within 45 days of the effective date of the termination. Should a student stop attending school, but does not withdraw in accordance with the school's withdrawal policy, Altra Academy shall follow the same procedure outlined above using the last day student attended class as a withdrawal date.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Official Signature: \_\_\_\_\_

Date Received by School: \_\_\_\_\_