

Professional Designation Programs Refund Policy

Purpose

To provide guidance both internally and externally regarding the management of tuition refunds within the College for Financial Planning - a Kaplan Company's Professional Designation Programs.

Definitions

Cancellation with refund

A cancellation from a Professional Designation Program is a student-initiated request made in writing to cease enrollment within a specified number of days from the initial date of enrollment.

Voluntary Withdrawal with no refund

A voluntary withdrawal from a Professional Designation Program is a student-initiated request made in writing to cease enrollment after the cancellation period, but prior to the last day of course access (deadline). *Students will not be withdrawn from a course after a final grade has been issued.*

Requesting a Refund

Students must complete and sign the *Cancellation/Withdrawal Request Form* and return via email or fax as directed at the bottom of the document. The cancellation/withdrawal request will automatically initiate a refund review based on the following criteria:

Professional Designation Program		Request	Tuition Refund	Deadlines
AAMS® ABFP™ ADPA® APMA® AWMA®	CMFC® CRPC® CRPS® CSRIC™ FPQP™ WMS SM	Cancel	100%	Cancellation Period: 0-14 days from first date of enrollment
		Withdraw	No refund	Withdrawal Period: 31-120 days from initial date of enrollment
LUTCF® Education Program		Cancel	100%	Cancellation Period: 0-30 days from first date of enrollment
		Withdraw	No refund	Withdrawal Period: 31-180 days from first date of enrollment
LUTCF® Single Course		Cancel	100%	Cancellation Period: 0-30 days from first date of enrollment
		Withdraw	No refund	Withdrawal Period: 31-180 days from first date of enrollment

Refunds after Attempted Exam

Once the final exam is attempted, requests to cancel or withdrawal are no longer permitted and the course tuition is nonrefundable, regardless of when a request is submitted. The final grade earned for the course will be posted to the student's record.

Program and/or Course Fees

Any fees associated with the Professional Designation Programs are non-refundable.

Shipping and Handling of Course Materials

Shipping and handling fees are non-refundable.