

**LIFE SUPPORT TRAINING INSTITUTE
EMS PROGRAM, CONTINUING EDUCATION PROGRAM, &
AMERICAN HEART ASSOCIATION COURSE
TUITION AND FEES REFUND POLICY**

LSTI strives to have a fair and equitable tuition and fees refund policy for students who voluntarily withdrawal from an EMS program. Refunds are not provided to students who are withdrawn for administrative or academic performance reasons. Withdrawal forms will be required to be submitted for students dropping a course prior to completion.

To ensure you receive a timely and appropriate refund, if due, please follow the procedure listed below that best fits your withdrawal circumstances. Course withdrawal forms are available in the LSTI office. Refund checks are mailed within 30 days of receipt of course withdrawal forms to the address provided on the student registration form. **Cost of Text and Student Shirt will be deducted from the refund.** If you have questions regarding our withdrawal procedure, please contact our office.

<p>Program Cancelled by LSTI REFUND: 100% of all tuition and fees paid. PROCEDURE: Do nothing. Refund check will be mailed within 30 days of the planned start date.</p>	
<p>Program Rescheduled by LSTI REFUND: 100% of all tuition and fees paid will be applied to rescheduled course. You may request a refund if the rescheduled date is not satisfactory. PROCEDURE: If attending rescheduled course, you do not need to do anything. If you are not attending the rescheduled course, submit a completed Course Withdrawal Form to LSTI before the end of the registration period for the rescheduled class.</p>	
<p>Withdrawal within three (3) business days of program registration REFUND: 100% of all tuition and fees paid. PROCEDURE: Submit a completed Course Withdrawal Form to LSTI no later than the third business day after the registration date.</p>	
<p>Withdrawal before or on the first day of class REFUND: 100% of all tuition and fees paid less a 10% administrative fee not to exceed \$100.00. PROCEDURE: Submit a completed Course Withdrawal Form to LSTI before the next class meeting.</p>	

I HAVE READ AND UNDERSTAND THE POLICY STATED ABOVE.

Student Signature

Student Name (please PRINT)

Date