

Refund Policy

JobWorks Education and Training Systems (JETS) will provide a refund to any student who cancels his/her enrollment within 24 hours (excluding Saturdays, Sundays and legal holidays) of the scheduled class start date. In order to receive a 100% refund of tuition and fees after the course start date, students must withdraw from the course within the timeframes listed below. The school may retain up to \$100 in any administrative fees depending on the course.

Course Length	Withdrawal Deadline for Refund
Less than 1 day up to 2 days	24 hours prior to class start date
3 to 5 days	1st day of class
6 to 10 days	2 nd day of class
11 days and longer	3 rd day of class

If a student withdraws from a program after the deadline, a 50% tuition reimbursement will be provided upon the **instructor's** indication that the student did not actively participate beyond the 50% point of the course. Examples of active participation include attending in person, submitting coursework, participating in an online discussion forum for that course, participating in a study group, submitting a quiz or exam and course-related contact with instructor.

Students who actively participated beyond the 50% point of the course will receive no refund.

For private, custom or contracted programs / courses, no refund will be provided past the listed withdrawal deadlines.

The student will not be provided courseware, lab technology, tools, or other instructional supplies until such time as these materials are required. Once these materials are purchased for the student, no refund will be made on these items and those costs will be deducted from refund proceeds.

JETS recognizes that sometimes issues arise and students are not able to complete their course. We have went to great lengths to ensure that students will have the best opportunity to complete their course if for some reason they must withdrawal from class. We develop customized student lesson plans for every course which provide students with structure and direction. Upon request, students who withdrawal will also have access to our instructor via Skype, phone or email for questions to further increase their chances of success in completing their course outside of the classroom.

Students who complete at least 70% of the courseware through classroom attendance, interaction with trainer outside of class or independent study verified by the instructor or assigned partner caseworker.