

## AIM Code School Cancellation Policy

While cancellation requests are accepted at any time during a course or workshop, refund eligibility will be based on the cancellation date. Enrollment is determined by the date and time an enrollment agreement is approved by AIM Code School, via email from [cancel@aimcodeschool.org](mailto:cancel@aimcodeschool.org). The cancellation date is determined by the date the student notifies AIM Code School in writing at the following e-mail address: [cancel@aimcodeschool.org](mailto:cancel@aimcodeschool.org). The cancellation and refund request email message must include the student's name, assigned student ID number, course/workshop to cancel and reason for cancellation. A student who fails to attend a course/workshop is required to contact AIM Code School at [cancel@aimcodeschool.org](mailto:cancel@aimcodeschool.org) to begin the cancellation process – 'no shows' (class absence without notice) do not count toward the cancellation date. Additionally, students who are terminated from AIM Code School workshops/courses for conduct will not be eligible for refunds (see Catalog for additional information). The cancellation process will not begin until a formal written request is received using the method described above.

Requests for course withdrawal and refund of tuition must be made in writing and be received by the Director of Tech Training, [jjelinek@aiminstitute.org](mailto:jjelinek@aiminstitute.org). Requests must be received 24 business hours prior to start of program for a full refund. Requests received after a course's completion cannot be fulfilled. For students taking more than one course with AIM Code School, each course is subject to the refund schedule in the table below.

Refunds eligibility is based on the following refund schedule:

<b>Cancellation Date</b>	<b>Refund Amount</b>
Prior to workshop/course start and within 72 hours since enrollment	<b>100%*</b>
Greater than 72 hours after enrollment but prior to course/workshop start	<b>100%*</b>
Less than or equal to ½ of total workshop duration (ex. For a two week workshop, cancellation received before 1 week has passed since the workshop start date)	<b>50%*</b>
Less than or equal to ¾ but greater than ½ of total workshop duration (ex. For a two week workshop, cancellation received after 1 week, but before 1.5 weeks has passed since the workshop start date.	<b>25%*</b>
Greater than ¾ of total workshop duration. (ex. For a two week workshop, cancellation received after 1.5 weeks has passed since the workshop start date)	<b>0%*</b>

\*All refund amounts for cancellation requests submitted when there are less than 72 hours before the class starts will be at the rate provided in the 'Refund Amount' column less the course enrollment fee.