**Lynn Training Services Refund Policy**

The institutional refund policy is intended for students who have completed 37% percent or of the course of instruction, and who have paid their monthly payments on time. Students who have been enrolled in our training services for more than ninety days and completed more than 37% of program course instruction for which they have paid are not entitled to a deposit refund. This policy is intended for learners who are enrolled in Lynn Training Services online CDA Program.

You are obligated to pay only for educational services received and for paid materials such administration fees, as e-books, instructor fees, and technology fees. Please keep in mind, that refunds are also based on students’ payment plan option and deposit fees. Please continue to read for more information on how to collect your deposit reimbursement from Lynn Training Services.

1. All course fees have a $100 non-refundable Registration Fee and $150 non-refundable administrative fee. Lastly, students are subjected to technology, e-books, billing and instructor fees minus their initial deposit. It is essential that each student speaks with the agency billing department to help them calculate their potential deposit refund balances before withdrawal from a program.

2. Any student who is seeking to withdraw from the course must do so in writing. The form can be located on Lynn Training Services website underneath the “Resources” tab or by emailing an academic advisor for the withdrawal from course form. All forms must be completed before the ninety day of the learner’s enrollment. After ninety days, no refund will be issued for the learner’s deposit.

3. Students must be enrolled in a CDA course program from a minimum of sixty days with 37 % percent of the course instruction completed. Please keep in mind that, 37% of course instruction is three course modules. There are eight modules that students are required to achieve to complete the CDA program.

4. All students must provide written notification of withdrawal, cancellation or request for refund.

5. Only Students who have completed 50% of the program course instructions or that has been enrolled in the program for more than ninety days are not entitled to a deposit refund.

7. All refunds will be processed within 45 days of notification in writing.

8. Any prepayment discounts or special pricing given to a student will be void if the student withdraws. Student will be refunded minus the deductions, which will be calculated based on the non-discounted cost per course/program.

9. All learners are subjected to technology, e-books, billing, and instructor fees along with the training organization’s non-refundable Registration Fee and non-refundable Administrative Fee. All learners are able to contact Lynn Training Services billing department at [billing@lynntrainingservices.com](mailto:billing@lynntrainingservices.com) to help them understand what their financial obligations and deductions are before withdrawing from a program.

10. Participation in courses is the responsibility of the student. If a student remains enrolled in a course without properly withdrawing themselves, he/she will remain enrolled in the course through the end of the learning session. Students are financially and academically responsible for their enrollment in courses if they are active beyond the first week. Learners are subject to having their student locked if they are inactive for more than thirty days and there a minimum of one missed payment.

11. Lynn Training Services reserved the right to waive or imposed on fees based on each learner particular situation and circumstances. To learn more about our fees please contact our billing department at [billing@lynntrainingservices.com](mailto:billing@lynntrainingservices.com).