



# Providence Vocational School

189 School Street, Daly City, CA 94014  
Tel: (650) 991 - 2309 | Fax: 650-991-2047

## Home Health Aide Training Program Payment Schedule

### Fees and Charges:

The student is responsible for the following fees and charges:

Registration fee (Non-refundable)	\$ 75.00
Tuition	\$ 750.00
Equipment	\$ no fee
Lab. supplies or kits	\$ no fee
Total Charges for the Current Period of Attendance	\$ <b>825.00</b>

Students may pay the tuition fees in two (2) equal installment basis within the current period of attendance.

### Method of Payment

Providence Vocational School accepts personal check, money order, cash, cashier's check, or credit card (Master Card / Visa / American Express / Discover) as method of payment. Checks are to be made payable to Providence Vocational School. No personal checks will be accepted two weeks before the scheduled completion date. A \$15.00 processing fee will be charged for returned check.

### Refund Policy

#### BUYER'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy five dollars (\$ 75.00), if the notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the front of this catalog. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The notice should be sent to the School Director. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

#### REFUND INFORMATION

You may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if you have completed 60% or less of the instruction.

To determine your refund, you would deduct a registration fee not to exceed seventy five dollars (\$75.00) from the tuition charge. You would then divide this figure by the number of hours in the program. The quotient is the hourly charge for the program. The amount owed by the student for the purpose of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of registration fee and the documented cost of any books or equipment that were not returned. For example, if the student completes only 10 hours of a 40-hour course and paid \$400.00 tuition, and a registration fee of \$75.00, the student would receive a refund of \$300.00 This will give you the hourly quotient \$10.00 per hour. Multiply this quotient times the hours completed 10 hours x \$10.00 per hour, totaling \$100.00 for the tuition charge. This charge plus the registration fee would be deducted from the amount paid. Total paid \$475.00, less registration fee \$75.00, less tuition charge \$100.00, refund paid \$300.00.

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.