

Terms & Conditions

Terms

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Revisions and Errata

The materials appearing on Columbia West College's website could include technical, typographical or photographic errors. Columbia West College does not warrant that any of the materials on its website are accurate, complete or current. Columbia West College may make changes to the materials contained on its website at any time without notice. Columbia West College does not, however, make any commitment to update the materials.

Links

Columbia West College has not reviewed all of the sites linked to its Internet website and is not responsible for the contents of any such linked site. The inclusion of any link does not imply endorsement by Columbia West College of the site. Use of any such linked website is at the user's own risk.

Website Terms of Use Modifications

Columbia West College may revise these terms of use for its website at any time without notice. By using this website, you are agreeing to be bound by the then current version of these Terms and Conditions of Use.

Governing Law

Any claim relating to Columbia West College's website shall be governed by the laws of the State of California without regard to its conflict of law provisions.

Privacy Policy

Your privacy is very important to us. Accordingly, we have developed this Policy in order for you to understand how we collect, use, communicate and disclose and make use of personal information. The following outlines our privacy policy.

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected. We only have access to/collect information that you voluntarily give us via email or other direct contact from you.
- We will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law. We will not sell or rent this information to anyone, nor will we share your information with any third party outside of our organization, other than as necessary to fulfill fulfilling those purposes specified by us and for other compatible purposes.
- We are the sole owners of the information collected on this site, and we will only retain personal information as long as necessary for the fulfillment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.

- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.
- Unless you ask us not to, we may contact you via email in the future to tell you about specials, new programs or services, or changes to this privacy policy.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for “https” at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, please contact us immediately at info@columbiawestcollege.edu

Cancelation and Refund Policies

ALL APPLICATION AND MAILING CHARGES ARE NON-REFUNDABLE.

With respect to tuition charges, the following cancellation and refund policies apply:

STUDENT’S RIGHT TO CANCEL

- You have the right to cancel your agreement for a program of instruction, without any penalty or obligation, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. As described in greater detail below, after the end of the cancellation period, you also have the right to withdraw from school at any time and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled days in the current payment period of your program.
- Cancellation is effectuated when you provide a written notice of cancellation by mail or hand delivery to the following address: Attn: Registrar, Columbia West College, 3435 Wilshire Blvd., Suite 1700, Los Angeles, CA 90010.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with sufficient postage.
- The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wishes to be bound by the Enrollment Agreement.
- If the Enrollment Agreement is cancelled, the school will refund you any money you have paid within 45 days after the notice of cancellation is received or the first scheduled day of class, whichever is earlier, less a registration or administration fee not to exceed \$200.00, any non-refundable charges listed in the Enrollment Agreement and any deduction for equipment not returned in good condition.
- CWC may retain any actual housing costs incurred by CWC and a maximum total of \$500 for any non-refundable charges clearly identified in the Enrollment Agreement, including any application/registration fee, courier fees and travel cancellation insurance, when a student is recruited from outside the United States or its territories and possesses a student visa to enter the country for study.
- All monies will be refunded if the school does not accept the applicant or cancels a program of study.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled days in the current payment period of your program. The refund will be less a registration or administration fee not to exceed \$200.00, any non-refundable charges listed in the Enrollment Agreement and any deduction for equipment not returned in good condition. If you have completed more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will not receive any refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student provides CWC with a written notice of withdrawal;
- CWC is provided a transfer form from another institution;

- The school terminates the student's enrollment for failure to maintain satisfactory progress, comply with the attendance policy, abide by the rules and regulations of the institution and/or meet financial obligations to the institution (including the requirement to pay all tuition and all other charges owed for the program of study within thirty (30) days of the due date or
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. A pro rata refund will be the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days the student was scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefit in proportion to the amount of the benefit received, and any remaining amount shall be paid to the student.