

LOS ANGELES REFUND POLICY

In compliance with California education law and BPPE regulations, the New York Film Academy advises each student of the following policies with regard to refunds of tuition and institutional charges:

BUYER'S RIGHT TO CANCEL. The student has a right to cancel this enrollment agreement and obtain a refund. A notice of cancellation or withdrawal must be made in writing. The written request must include the following information: specific timeframes, such as the date the course started and the date of cancellation or withdrawal. Notice of Withdrawal forms are available in the Office of the Registrar.

Any student who intends to cancel or withdraw must submit a signed and dated copy of the Notice of Withdrawal Form, or any other form of written notice that includes the required information to:

**New York Film Academy
3300 Riverside Dr.
Burbank, CA 91505**

REFUND INFORMATION: The student has a right to a full refund of all charges less the amount of \$100.00 for the registration fee if he/she cancels this agreement prior to midnight following the first day of instruction. The amount retained for the registration fee may not exceed one hundred dollars (\$100).

The New York Film Academy will refund 100% of the amount paid for institutional charges, less an administrative processing fee of \$100.00 if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

After the 100% refund period described above, a student may withdraw from a course after instruction has started and receive a pro rata refund (less a non-refundable administrative processing fee of \$100.00) for the unused portion of the tuition and other refundable charges; if the student has completed 60% or less of the term's instruction. The amount of the refund is calculated based on the student's last day of attendance.

Refunds are disbursed within 30 days of the official withdrawal from the school. The withdrawal is dated on the day that the student gave written notice to the school.

The New York Film Academy shall refund any credit balance on the student's account within 30 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.