

# VICTORY PROFESSIONAL DEVELOPMENT CENTER

## REFUND POLICY

### **Refund /Cancellation Policy: *Campus/Virtual (Hybrid):***

- All Refund/Cancellation requests made by a prospective/enrolled student must be submitted in writing (**72 HOURS prior to the start date of the class**), to the school's Administrator,  
Attn: Dr. Superior Campbell, DNP, FNP: email ([scampbell@victorypdc.com](mailto:scampbell@victorypdc.com));  
or onsite at the school's administration office.

### **REQUESTS FOR REFUNDS:**

***MUST BE SUBMITTED IN WRITING UP TO 72 HOURS BEFORE THE START OF A CLASS***

A full refund will be granted if:

- Written request from a perspective student is submitted to the school's administrator **UP TO 72 HOURS BEFORE THE START DATE OF A COURSE/CLASS. Failure to do so will result in all monies paid to be forfeited.**
- Any cancellation of a course/class, made by the school's Administrator, that occurs due to insufficient enrollment and/or any other reasons deemed necessary by the school's administrator.

***DEPOSITS ARE NON-REFUNDABLE AFTER THE START DATE OF ANY CLASS***

### **NO REFUNDS:**

- Deposits that are not requested for refund in writing up to 72 hours before the date of the start of a course/class. Requests must be submitted to the school's administrator.
- Any monies paid after the start date of any course/class.
- If any property belonging to Victory Professional Development Center is not returned within 10 days after registering.

Refunds may take up to 2 weeks to process and will be mailed from **Victory Professional Development Center** when all property belonging to the school has been returned in the same condition as issued.

Certificates of course/class completion will **not** be granted until all course/class obligations have been satisfied. Students have **10 days** beyond the end date of the course/class to satisfy all financial obligations and all other requirements associated with the course.

Failure to meet all course/class obligations and failure to satisfy a remaining financial balance 10 days beyond the end date of the course/class will result in the student being ineligible to register for the course certification exam. The student will have to re-apply for a future course/class and will forfeit all monies paid to the school for the currently enrolled course/class.