



VICTORY PROFESSIONAL DEVELOPMENT CENTER
Refund /Cancellation Policy: *Campus/Virtual*

- All Refund/Cancellation requests made by a prospective student or enrolled student must be submitted in writing to the school's Administrator Attn: Dr. Superior Campbell, DNP, in writing; by email (victory@victorypdc.com) or postal service: P.O. Box 91523 Mobile, AL. 36691

FULL 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 CLASS. Failure to do so will result in all monies paid to be forfeited.**
- Any cancellation of a course, made by the school's Administrator, that occurs due to insufficient enrollment and/or other reasons deemed necessary.

ALL REQUESTS FOR REFUNDS (AFTER THE START OF A CLASS) MUST BE SUBMITTED IN WRITING WITHIN 5 CALANDAR DAYS FROM THE LAST DOCUMENTED DATE OF ATTENDACE IN THE CLASS.

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

PARTIAL REFUNDS:

- **50%** of monies paid by the student (**MINUS ANY DEPOSIT PAID**): will be granted if:
 - Attends up to 2 classes: (classes that meets more than once a week on campus or virtually)
 - Attends 1 class: (classes that meet weekly on campus or virtually)
- **25%** of monies paid by the student (**MINUS ANY DEPOSIT PAID**): will be granted for:
 - Attending 3 classes: (classes that meet more than once a week on campus or virtually)
 - Attending 2 classes: (classes that meet weekly on campus or virtually)

NO REFUNDS:

- Deposits that are not requested in writing up to 72 hours before the date of the start of a class. All monies will be forfeited and may not be used or transferred for any upcoming classes.
- Deposits after the start date of any class.
- If any property belonging to Victory Professional Development Center is not returned within 10 days of electing to stop attending a class.

REFUNDS WILL NOT BE GRANTED AFTER THE FIRST WEEK OF A CLASS THAT MEETS MORE THAN ONCE A WEEK.

REFUNDS WILL NOT BE GRANTED AFTER THE SECOND CLASS DAY OF A CLASS THAT MEETS ONCE A WEEK.

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.