



# Student Protection Policy

We are confident that you will benefit from our program just as thousands of others have. Because of this, we offer the following generous Student Protection Policy:

Students may withdraw from U.S. Career Institute™ at any time by notifying us of their intent to cancel. The tuition students owe upon withdrawal is determined by how many of the assignments they have completed, deducting all payments made. Upon cancellation, the amount due to the school or the amount refunded to the student is calculated according to the following schedule:

1. If the student cancels within seven (7) calendar days after receiving the materials, and has not submitted any assignments, the student is entitled to a full refund.
2. If the student cancels after seven (7) calendar days and has not submitted any assignments, the school is entitled to a non-refundable registration charge of 20% of the total tuition, not to exceed \$150.
3. If the student cancels after submitting an assignment, the school is entitled to the above non-refundable registration charge plus a charge calculated according to the following schedule:
  - a. If the student completes up to 10 percent of the assignments, the school is entitled to 10 percent of the refundable tuition.
  - b. If the student completes between 11 and 25 percent of the assignments, the school is entitled to 25 percent of the refundable tuition.
  - c. If the student completes between 26 and 50 percent of the assignments, the school is entitled to 50 percent of the refundable tuition.
  - d. If the student completes between 51 and 75 percent of the assignments, the school is entitled to 75 percent of the refundable tuition.
  - e. If the student completes more than 75 percent of the assignments, the school is entitled to the full tuition.
4. If the student has not completed the program in 12 months, the school is entitled to the full tuition and no refund will be issued.
5. Any refund due will be issued within 30 days of our receipt of notice of cancellation.
6. Shipping, handling and technology charges are not refundable.
7. A \$20 NSF fee will be assessed on payments returned for insufficient funds.

INTERNATIONAL STUDENTS: Tuition payment must be in U.S. funds. Students in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or GST.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and: b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## Students love USCI!

Read these true stories of what just a few of our graduates have to say.

### It's A Wonderful School

The instructors, counselors and staff of USCI are fantastic. I can't say enough about how patient, understanding and helpful they all are. It's a wonderful school that I would recommend to anyone looking for a great new career. S.S.

### Encouragement Goes A Long Way

I think that a lot of encouragement goes a long way, at least for someone like me, and the school/staff support was always there when I needed them! S.P.

### Very, Very Affordable

In particular, the people at U.S. Career Institute really care about you. They're a great group of people. USCI offers the best, most convenient and affordable career training that I've ever experienced. S.S.

### Great Support From USCI Staff

I received such wonderful support from your staff during the time I was studying, and I want you to know they truly made every effort to help me in every way. M.J.

### Could Work At Own Pace

I could work at my own pace and always knew there was someone to answer my questions. L.L.

### Recommends USCI To Family and Friends

Everyone at U.S. Career Institute is very helpful and friendly. I would definitely recommend this Institute to my friends and family! S.M.

### Likes Quick Responses

I forgot to mention the quickness of receiving each module and test results. Super! G.L.

### Liked Training At Home On His Own Schedule

I really liked the fact that I could do the training at home and could set my own schedule. I liked not having to sit in a classroom. S.S.

### Recommends School

I have recommended your school to several people and will continue to do so. I'm just so impressed with everything about it. Everyone is so professional, but at the same time, they take a personal interest in you. L.T.

### Proud and Satisfied

I am very proud and satisfied to be a part of U.S. Career Institute. E.T.

### Appreciates Our Help After Graduation

I just wanted to take the time to write you a quick note and tell you how much I appreciated all that you did for me after I graduated. I feel like you really cared whether I worked or not, and you took the time to go that extra mile for me, even though you didn't have to. Thank you so very much. If I could ever do something for you, please let me know. R.G.



**U.S. Career  
Institute™**  
2001 Lowe Street  
Fort Collins, CO 80525

