

## Eden Area ROP, Adult Education General Enrollment and Refund Policy:

### Student must meet all pre-requisites and requirements when enrolling in a class/ program:

- Student must be at least 18 years of age.
- Eden Area ROP does not provide ESL instructions. Students must be able to read/ write and understand written and oral English instructions.
- When applicable, some programs will require a valid driver's license, program certificates and other licenses.
- When applicable, students must have textbook, online homework access, uniforms (scrubs, work clothes, etc.), protective gears (welding helmets, jackets, etc.), tools, and supplies.
- When applicable, additional fee applies for recommended externships and industrial certifications/ license.
- Attendance and class participation, as well as additional time outside class are required for studying. Students must meet the minimum requirements.
- Student must meet class fee payment requirement or arrangement for payment. Student will be dropped if fees are not received by the midpoint of the class. Certification will not be issued if there is a fee balance.

### Refund Policy:

- Payment is required at the time of registration. Please choose your class carefully, refunds are not automatic. Registration fee of \$70 is non-refundable\*. Once a class has started, refunds are calculated as followed:
  - \* If student paid in full at the start of the class, a withdrawal prior to the midpoint of the class will allow 50% of fee refunded. After the midpoint of the class, there will be no refund allowed.
  - \* If paid in installments, there are no refunds.
- For the 6-month Accelerated Electrical Day Class: Registration fee of \$500 is non-refundable. Students can pay in full at the beginning of the class or \$475 at the start of the class plus a monthly payment of \$975 per month for the remaining five months. If student drops the class anytime along the 6-month, the student is responsible for a full month payment for any fraction of month attended. If **TWO** payments are missed, the student will be dropped from the class.
- An installation fee of \$25 is assessed for installation payment. A late fee of \$25 is also assessed if payments are more than one week late after the payment is due.
- A student may withdraw from class and request a refund by email or by certified mail. If refund request is sent via certified mail, please send it to Attention: Adult Education - Registrar, Eden Area ROP, 26316 Hesperian Blvd., Hayward CA 94545. If by email, please send to [adultinfo@edenrop.org](mailto:adultinfo@edenrop.org).

### Class Cancellation Policy:

- Eden Area ROP Educational Services reserves the right to cancel any class due to low or declining enrollment. All fees including registration fee will be refunded.