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**NOTICE OF CANCELLATION**


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STUDENT NAME	FIRST	LAST	SID
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**Student's Right to Cancel**

Applicants who have not yet attended class have the right to cancel the enrollment agreement at any time. Applicants who have attended class retain the right to cancel the enrollment agreement through attendance at the first class session, or midnight of the seventh business day after enrollment, whichever is later. "Attended" is defined as attendance in the classroom or participation in an online course. "Enrollment" is defined as execution of an enrollment agreement.

- If a Notice of Cancellation is submitted prior to midnight of the third business day following the date the enrollment agreement was signed, the applicant will receive a refund of all monies paid, including the non-refundable application fee.
- If a Notice of Cancellation is submitted following this period, but no later than through attendance at the first class session or midnight of the seventh business day after enrollment, whichever is later, the applicant will receive a refund of all monies paid, less the non-refundable application fee.

The College will issue all refunds within forty-five days of the date the written notification of cancellation is received by the Registrar.

Applicants who are denied admission to the College will receive a refund of all monies paid, including the non-refundable application fee, within forty-five days of the date of determination of admission.

The Notice of Cancellation must be submitted in writing and signed by the applicant. The signed Notice must be delivered to Mt. Sierra College, Attn: Registrar, 800 Royal Oaks Drive, Suite 101, Monrovia, CA 91016, fax (626) 359-5528. The Notice of Cancellation may be mailed, hand-delivered, or faxed. Verbal cancellations or failure to attend class after the first class session are not acceptable notices of cancellation. The cancellation will be effective the date it is received in the Registrar's office if hand delivered or faxed, or the date post-marked if mailed.

Applicants may return textbooks in their original condition to the bookstore for refund within thirty days of the date of written notice of cancellation. Any equipment charged to an applicant as specified in the enrollment agreement must be returned within ten days following the date of the notice of cancellation. If an applicant does not return textbooks or equipment during these time periods, the College may deduct the amount owed from the calculated refund.

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**STUDENT NOTICE OF CANCELLATION**

Please cancel my enrollment agreement for the \_\_\_\_\_ quarter with Mt. Sierra College.

Please move my enrollment to the \_\_\_\_\_ quarter.

I do not plan to enroll at Mt. Sierra College at this time.

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STUDENT SIGNATURE	DATE
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**For Office Use Only**

Date Received: _____	<input type="checkbox"/> Not Attended:	<input type="checkbox"/> First 3 Days	Reverse	<input type="checkbox"/> Application Fee
Method of Delivery: _____	<input type="checkbox"/> After 3 Days			<input type="checkbox"/> Registration Fee
If mailed: _____	<input type="checkbox"/> Attended			<input type="checkbox"/> Tuition
Date Postmarked: _____				<input type="checkbox"/> Other: _____

Comments: _____	Refund Amt: _____
_____	Balance Due: _____
_____	Date Issued: _____

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF CANCELLATION**

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I acknowledge receipt of the Notice of Cancellation form, reproduced below, clearly stating Mt. Sierra College's cancellation policy and procedure. I understand my rights and responsibilities if I choose to cancel my enrollment agreement with Mt. Sierra College.

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STUDENT NAME	FIRST	LAST	SID
STUDENT SIGNATURE			DATE

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