

Enrollment/Checkout Terms & Conditions

Before Making Payment Please Verify The Following

Read Here for Terms & Conditions

A. Entry Requirements - Proof of Eligibility

1. Upon payment of the entire tuition and fees or the registration fee (payment plan) you are hereby **provisionally** enrolling yourself onto the selected program and term start date. While you have provisionally reserved a seat in the selected program and term start date you must provide further information in order to finalize the enrollment. Your seat may be subject to offer to another student who is able to finalize their enrollment including payment and all of the following information.

Once you've completed the enrollment process your seat will be reserved for the entirety of the selected program.

2. Proof of eligibility to enter the program, every student must produce proof that satisfies the following entry requirements:

- 18 or older with a High School or GED equivalent (or turning 18 within the year after HS).
- A valid email address.
- A valid mailing address.
- A valid phone number.
- They have a full and working knowledge of English. English is the only language used at Pyramid.
- A signed enrollment agreement

The Admissions Department will request this information during the enrollment process or after payment has been made through our website. Entry to the program may be denied if proof is requested but not delivered. If you are unable to satisfy these enrollment requirements you'll be eligible for a full refund of monies paid.

B. Payment Plans

1. Upon enrollment via the selected payment plan you will be enrolled on a recurring billing payment cycle that will adhere to the dates posted on Pyramid's website and/or program price sheet provided by the admissions staff. It is your responsibility to adhere to and complete the payment plan in order to maintain access to class sessions, pre-recorded content, and any or all Pyramid learning assets.
2. Pyramid reserves the right to automatically debit your card/account in order to satiate the prescribed payment plan. If you do not have the funds available on the prescribed payment dates, you will automatically be debited five days afterward with the addition of a \$25.00 late

payment fee. The late payment fee will **not** be counted towards the tuition amount as prescribed by Pyramind's website and/or custom program price sheet.

3. Upon enrollment, students are expected to adhere to the payment schedule throughout the entirety of their program. The payment plan is not a "pay as you go" plan. You are enrolling under the agreement of purchasing the program in its entirety at the specified rate.

If a student is unable to complete the payments detailed in their payment plan then there are other options that will become available. These are detailed below.

Payment Plan Dates - August Term

Initial Payment: Due upon enrollment

Payment 1: August 16th, 2021

Payment 2: September 15th, 2021

Payment 3: October 15th, 2021

Payment 4: November 15th, 2021

Payment 5: December 15th, 2021

Payment 6: January 15th, 2022

Payment 7: February 15th, 2022

Payment 8: March 15th, 2022

Payment 9: April 15th, 2022

Payment 10: May 15th, 2022

Payment 11: June 15th, 2022

C. Cancellations and Withdrawal policy

1. Each student has the right to cancel the enrollment agreement and obtain a refund of charges (outside of the non-refundable registration fee) paid through **attendance at the first class session, or the seventh day after enrollment, whichever is later**; herein known as the "cancellation period". Notice of cancellation can be given in hard-copy written form or e-mail to the Chief Academic Officer or Program Manager.. Cancellation date will be processed as of the date the letter IS RECEIVED - a prior dated document will not back-date the point of refund calculation.
2. A student who cancels within the cancellation period is eligible for a 100% full tuition refund of all monies paid to PYRAMIND. In all cases, the Registration fee of \$250.00, any money collected towards the Student Tuition Recovery Fund (STRF), and any books, hard drives, or other equipment purchased through Pyramind and received by the student are non-refundable. After the cancellation period, all students have the right to withdraw from their program but are no longer able to cancel.
3. A student who withdraws within the withdrawal period is eligible for a refund according to our Refund Policy (next section). Withdrawal notification needs to be delivered in written form to the Chief Academic Officer or Program Manager (emails are NOT sufficient). The withdrawal date will be processed at the end of the work week the notification is received. For example, a withdrawal letter dated on the 5th but received on a Wednesday the 20th will be processed as Friday the

22nd. Refunds are calculated in weekly amounts, thus the following Friday would always be the date of withdrawal for any notification received during any week.

D. Refund policy

1. If a student chooses to withdraw from an entire program after the cancellation period, refunds for that program are prorated based on the length of time completed and will be calculated based on the work week's end date of receipt of withdrawal notification. Length of time is calculated based on the actual start date and anticipated completion date. Refunds will be paid within 30 days following the date the student notifies the Chief Academic Officer or Program Manager of withdrawal and will be sent to the address provided by the student at the time of withdrawal.

Students who withdraw from the program having past 60% of the program length are no longer entitled to refunds - the tuition funds will be considered earned. Additionally, any student who withdraws after 60% of the program will still be required to complete payments if payments are still due.

2. Students who are on payment plans may withdraw from the program the same as any other. A payment plan student who withdraws may also be due a refund depending on the financing specifics. However, students who owe more than they have paid based on the refund calculation, must continue to pay their contract until their total balance is paid, minus any refunds. At that time, any and all contracts will be terminated and no further payments will be due.

E. Dates Subject to Change

1. Pyramid reserves the right to postpone the start date of an enrollment cycle or term and will give notice announcing the change. Enrolled students may withdraw or postpone their start for any reason to the next enrollment cycle (three months) without penalty. Withdrawal and refunds will be subject to our Refund Policy.

F. STRF - Student Tuition Recovery Fund

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may

be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

G. Tuition Rate Changes

1. Pyramid reserves the right to change tuition rates for future enrollments at any time. Tuition for any succeeding academic term will be charged at the published tuition rate for that term. If a student withdraws and re-enters or is reinstated after a dismissal, he/she may also be subject to new tuition rates. However, students who take a leave of absence or simply retake a course without withdrawing will be exempt from any tuition changes. Students who have prepaid tuition for the entire program will have no change of tuition unless they withdraw and re-enter or are reinstated after a dismissal.