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# FLORENCE SCHOOL OF FINE ARTS

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## REFUND POLICY

### Program Cancellation & Refunds

Check-in day is considered the start of the term. The \$700 Confirmation Deposit is NOT REFUNDABLE and is applied towards tuition costs.

If an official cancellation notice is received by the Florence School of Fine Arts in writing: Students who cancel less than 60 days before orientation are liable for the following charges:

- 60 - 46 days prior to the start of a term: 10% of the program cost
- 45 - 31 days prior to the start of a term: 20% of the program cost
- 30 - 8 days prior to the start of a term: 50% of the full Program Fee
- 7 days or less prior to the start of a term: 100% of the full Program Fee

### **Grade, Transcript, and Certificate/Diploma Holds**

Florence School of Fine Arts will not issue grades, release transcripts or provide other documentation of completion for any student whose account shows a balance due for current and/or previous terms.

### **Financial Aid**

Students using financial aid are required to pay the Confirmation Deposit, Security Deposit and Single Room Supplement (if applicable). Written verification of a financial aid award or loan approval MUST be sent to our office in order to delay the balance of program fee and before your application is considered complete.

NOTE: If your financial aid award is not sufficient to cover all Program Costs, the remainder must be paid by the regular payment deadline dates.

Financial aid monies will be applied last and any balance must be paid by their earlier due date. Florence School of Fine Arts will delay the final payment amount (based on your financial aid award) until the date your aid disburses.

After acceptance, you will receive by email a Financial Aid Form that must be completed and signed by you AND your school or financial aid provider, and returned to the Florence School of Fine Arts office.

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If you intend to use financial aid, check with your school to determine if a Consortium Agreement must be completed between your college and Florence School of Fine Arts. Those students receiving financial aid through their home college may be able to transfer these funds to Florence School of Fine Arts for payment of their Program Cost. Contact the Florence School of Fine Arts office in Florence if you have further questions.

All application materials should be sent to the Florence School of Fine Arts office in Florence, including consortium agreements or other financial aid documents and all payments must be made by Bank Wire Transfer only.

*No credit cards, checks or personal money orders will be accepted for program payment.*

The optional School of Record Transcript cost is \$450 and should be paid directly to the school of records at the completion of the term. School of Record credits are transferable to any school, though it is the student's responsibility to confirm that specific courses will transfer by speaking with their school advisor or study abroad office.