



Center for Financial Training
Upstate New York

The Center for Financial Training requires all students who enroll in CFT courses to sign a registration form which states that they have read and understand the CFT withdrawal policies.

WITHDRAWAL POLICIES

ELEARN

Online Courses - Students who withdraw 7 days or more before the start date of class are NOT subject to a withdrawal fee or tuition charge. Students who withdraw between 6 days before the class begins and 10 days from the start date will be responsible for a withdrawal fee of \$100 plus book cost (if applicable) unless the book is returned in new condition within 7 days of the withdrawal. A student who withdraws after 10 days from the start date will be responsible for the full tuition.

Guided Self-Study Courses -

Students who withdraw prior to materials being mailed from the CFT office to the student will inquire NO fees. Once materials have been mailed to the student, if the student wishes to withdraw, they will have 7 days to do so from the receipt of their material, less \$50 per course withdrawal fee. The student is also responsible for the book cost unless the book is returned in new condition within 7 days of the withdrawal. A student who withdraws after the 7 days from receipt of their materials will be responsible for the full tuition.

CFT

Evening Courses - Students who withdraw 7 days or more before the start date of class are NOT subject to a withdrawal fee or tuition charge. Students who withdraw between 6 days and up to the start date of the class will be responsible for a withdrawal fee of \$100 plus book cost (if applicable) unless the book is returned in new condition within 7 days of the withdrawal. Once classes have begun:

- *Students who withdraw within the 1st week of class owe 30% of Tuition + book
- *Students who withdraw within the 2nd week of class owe 50% of Tuition + book
- *Students who withdraw within the 3rd week of class owe 75% of Tuition + book
- *Students who withdraw after the 4th week of class owe 100% of Tuition + book

(Books must be returned in new condition within 7 days of the withdrawal)

PLEASE NOTE:

Any student who officially withdraws from their course prior to taking the final will be eligible to receive a grade of “W” (withdraw) for the course. Students who simply stop attending a course will receive a grade of “F” (fail) for the course.

NO PHONE-INS ARE ACCEPTED

Fax, e-mail or mail requests to: Fax # (315) 233-7244 dphelps@cftunv.com

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