

ACADEMY PROGRAM CANCELLATION POLICY

This Cancellation Policy governs participant withdrawal from the Basic Operations and Advanced Technician Firefighter Academy Program. By enrolling in the Program, each participant agrees to the terms set forth herein.

Program Cost

The total cost of enrollment in the Academy Program is Eight Thousand Five Hundred Dollars (\$8,500.00).

Withdrawal and Financial Obligation

In the event that a participant voluntarily withdraws, or is required to withdraw due to medical reasons, the participant or department shall remain financially responsible for the Program Cost in accordance with the following schedule:

Withdrawal Timing:	Amount Owed:
Withdrawal during Week 1	\$1,500
Withdrawal during Week 2	\$2,500
Withdrawal during Week 3	\$3,500
Withdrawal during Week 4	\$4,500
Withdrawal during Week 5	\$5,500
Withdrawal during Week 6	\$7,000
Withdrawal during Week 7	Full Program Cost - \$8,500

Formal Withdrawal Procedure

A participant who wishes to withdraw from the Program must complete and submit the official Academy Course Drop Request Form.

- The date of withdrawal shall be determined as the date indicated on the Drop Form received by the Academy.
- Failure to submit a Drop Form shall not relieve the participant of their financial obligation.

Non-Transferability

Program enrollment and related financial obligations are non-transferable. No credits, rollovers, or carryovers shall be permitted for future Academy classes. All withdrawals, regardless of reason or timing, returning to subsequent Academy offerings must start over and begin on Day 1 of that Academy.

Acknowledgment

By enrolling in the Program, the participant and department acknowledges that they have read, understood, and agreed to be bound by the terms of this Policy.

Appeals

Any appeal to this Policy shall be made to the Deputy Director of Academic Operations at the Illinois Fire Service Institute.