DCIE Refund & Exchange Policy
Refund and exchange eligibility at DCIE is determined by the date you make your refund request relative to the start date of the course/certificate program. You are entitled to a 100% refund of the cost of tuition 8 days prior to the start date. You are entitled to a 75% refund between 4 and 7 days before the course start date. You are no longer eligible for a refund, if the written request is submitted to your program office less than 3 days (72 hours) before the course start date.

The start date is defined as 12:00 am (midnight) on the day the course/program begins, not the time at which it starts during the day.

Cancellation requests received more than 8 days prior to the course start date: 100% Refund
Cancellation requests received between 4 and 7 days (72 hours) of the course start date: 75% Refund
Cancellation requests received less than 3 days (72 hours) before the course start date: No Refund

Certificate Programs
Certificate programs operate as a single course with regards to the refund policy, where your refund policy start date is the start date of the first course in the program. You cannot receive a refund for subsequent courses in a certificate program after starting the first course.

Partial Payments & Payment Plans
If you choose to cancel your enrollment between 4 and 7 days (72-168 hours) prior to the course start date, you will be entitled to a 75% refund of the tuition. If you made a partial payment or deposit on a payment plan, it is important to note that in many cases you will receive less than 75% of your deposit payment. The 75% refund is based on the cost of tuition, and you will be responsible for the 25% of the tuition balance, plus any non-refundable processing fees. If your deposit or partial payment amounts to 25% of the total cost of tuition, you will not receive a refund and you are no longer responsible for the remaining 75% due on your payment plan.

Fees & Memberships
All fees and memberships are non-refundable unless related to cancelled courses (see below).

Cancelled Courses
The University reserves the right to cancel or reschedule any program. In any such cases, a full refund of fees and deposits will be made. Before a refund can be issued, verification of your payment, confirmation of the pertaining records and administrative review and approval must be completed. While we will expedite your refund request, please allow a minimum of 45 days for processing.

I understand that admission granted on the basis of this application is void if the information given is not true and correct.

I accept terms and conditions _________________________________________________ Date ______________________________