

Academic Tuition Refund Policy

This policy governs tuition refunds for students enrolled in Anchor Christian University courses delivered in partnership with International ALERT Academy. Refunds apply to tuition only unless otherwise stated.

General Policy

Students who withdraw before the official session start date receive a 100% tuition refund. Once a session begins, refunds are prorated based on the academic week in which the student officially withdraws. The official withdrawal date recorded by the institution determines the applicable refund week.

1st Phase & 2nd Phase (9-Week Sessions)	
Withdrawal Timing	Refund Percentage
Before session start	100%
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5	20%
Weeks 6-9*	0%

*No refunds are issued after the conclusion of Week 5.

3rd Phase (12-Week Sessions)	
Withdrawal Timing	Refund Percentage
Before session start	100%
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Week 5-6	20%
Weeks 7-12*	0%

*No refunds are issued after the conclusion of Week 6.

Week Definition

A week is defined as a seven-day calendar block beginning on the official ALERT session start date. Any portion of a week counts as that full week for refund determination.

Medical Withdrawal

Students that withdraw from an ALERT session due to injury or for medical purposes may either request a prorated academic tuition refund based on the tables included above or they may remain enrolled and request an academic extension. Academic extensions may be granted if the student intends to re-enroll with ALERT within 12 months to complete the training phase. Remittance to ALERT is at the sole discretion of ALERT.

Additional Notes

Refunds are calculated based on the date the withdrawal is officially processed. Enrollment in partner programs is subject to both institutional academic policies and partner operational requirements.