

# COLUMBIA COLLEGE HOLLYWOOD

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## STUDENT'S RIGHT TO CANCEL

Columbia College Hollywood uniformly applies the Student's Right to Cancel Policy below to all students enrolled in all academic programs on all campuses and online and reserves the right to modify these policies in order to remain in compliance with any changes in applicable laws, regulations, and standards of accreditation.

If a student's home state requires a state-specific refund policy for enrollment cancellations, Columbia College Hollywood will apply provisions of the state-specific enrollment cancellation refund policy or the college's enrollment cancellation refund policy that are most financially beneficial to the student.

### ENROLLMENT CANCELLATION REFUNDS

Newly matriculated students have the right to cancel enrollment in a program of instruction at any Columbia College Hollywood campus at any time by submitting a written notice of enrollment cancellation to the Director of Student Success on the campus of enrollment in person, by electronic mail, or by standard mail. The date of cancellation is defined as the date of receipt of the written notice. If the written notice of cancellation is sent by mail, properly addressed and with the correct postage, enrollment cancellation is effective on the date postmarked.

A newly matriculated student who requests cancellation of an enrollment agreement through attendance at the first scheduled class session or prior to the seventh (7th) calendar day after enrollment, whichever is later, is entitled to a refund of all monies paid less enrollment and administrative fees not to exceed \$250.00.

### ENROLLMENT CANCELLATION PROCESS

To qualify for an enrollment cancellation refund, the student must submit a written Notice of Enrollment Cancellation to the Director of Student Success on the campus of enrollment in person, by electronic mail, or by standard mail by 5:00 p.m. on or prior to the seventh (7th) calendar day after enrollment.

If the student is enrolled on the Los Angeles Main Campus, a written notice of enrollment cancellation must be submitted to:

Jessica Johnson Mills  
Director of Student Success  
Columbia College Hollywood  
18618 Oxnard Street  
Los Angeles, CA 91356  
(818) 401-1151  
jjohnsonmills@columbiacollege.edu

If the student is enrolled on the Flashpoint Chicago campus, a written notice of enrollment cancellation must be submitted to:

Beth Cooper  
Director of Student Success  
(312) 506-0719  
Flashpoint Chicago, A Campus of Columbia College Hollywood  
28 North Clark Street, Suite 500  
Chicago, Illinois 60602  
beth.cooper@columbiacollege.edu