

REFUNDABLE DEPOSIT POLICY

Your deposit will be refunded if you complete the following minimum course requirements:

- Complete all testing (in-class or at home)
- Complete 80% of all assignments and quizzes
- Complete EAN survey
- Attend 80% of all classes (There are 13 class sessions on campus. This means that you may only miss 2 ½ class days out of 13.)
- Return all course material to our offices by **Monday, June 30, 2008**, in a useable and undamaged condition (*i.e.*, all pencil/pen marks erased). If you complete all course requirements, but fail to erase all pencil/pen marks, you will receive a 50% refund.

Specific instructions for returning course materials will be provided to you before the last EAN class. To make it easier for you, our Program Coordinator also will be available to pick up books from participating schools on specific dates in June.

If you have questions regarding this policy, please call Linda Coleman at 206-527-8400 (Message Telephone) or (206) 948-7948 (Direct Dial).