



Professional CDL Training, LLC

Training Fee Refund and Cancellation Policy

A written notice of withdrawal is required.

Before Training Begins:

Prepaying students have **3 business days** to cancel training and receive a full refund. Refunds will be made within **10 business days** of cancellation.

After Training Begins:

Students withdrawing or being dismissed after attending at least one class, but before completing 60% of the training course for that enrollment period will be provided a prorated refund based on the following schedule:

STUDENT ATTENDED AT LEAST...	BUT LESS THAN...	% OF TUITION REFUNDED
1 unit/class	10% of the training course	90%
10% of the training course	20% of the training course	80%
20% of the training course	30% of the training course	70%
30% of the training course	40% of the training course	60%
40% of the training course	50% of the training course	50%
50% of the training course	60% of the training course	40%
60% of the training course	N/A	NO REFUND

As part of this policy, Professional CDL Training, LLC (ProCDL) may retain a one-time application fee of no more than \$100. ProCDL will make every effort to refund prepaid amounts for books, supplies, and other charges. This refund will be provided within 40 days of the termination date.

Withdrawal Due to Mitigating Circumstances:

If a student withdraws after completing 60% of the training course due to mitigating circumstances beyond the student's control, ProCDL, at its discretion, may refund a pro rata amount.

If you have any questions, we can be contacted by email, telephone, or postal mail.

Professional CDL Training, LLC
PO Box 18690
Milwaukee, WI 53218
414-218-0093