

Pilates Career Institute policy for unpaid tuition.

PCI school policy which outlines the process by which a student may obtain a transcript or certificate/diploma and the circumstances under which a transcript or certificate/diploma may be withheld:

- To obtain a transcript or Certificate of Completion from Pilates Career Institute, contact the school director at Pilatescareerinstitute@gmail.com.
- There is no fee to receive a copy of the transcript but allow 10 days for the transcript to be sent.
- If tuition has not been paid in full by the time of successful completion of all requirements for a Certificate of Completion, PCI will allow a payment plan to be established until tuition is paid in full.
- Students that have not paid the required tuition during classes will be given a grace period of 2 weeks and allowed to continue to participate in classes.
- All tuition needs to be paid in full before a Certification of Completion is issued. PCI will not use a 3rd party to collect unpaid tuition but will work with the student by creating a mutually agreed upon payment plan until all tuition is paid.
- Any complaints or discussion of issues regarding unpaid tuition should be sent to the school director at Pilatescareerinstitute@gmail.com who will review the issue and respond within 10 days of receiving the complaint.