



READING POLICE ACADEMY

815 WASHINGTON STREET, READING, PA 19601-3690

Lt. Andrew J. Winters
Director of Training

610-655-6332
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William M. Heim, Chief of Police

610-655-6241

REFUND POLICY

The Reading Police Academy will refund Basic Municipal Police Training Course tuition payments as follows:

1. All refund requests must be submitted in writing. Refunds are based on the date the written request is received by the Director of Training or his designee.
2. The course tuition as of 2013 is \$3,992.00 plus a non-refundable application fee of \$50.00 (\$4,042.00).
3. Prior to the start of classes, 100% of the \$3,992.00 will be refunded.
4. Prior to the start of the third (3rd) week of classes, 50% of the \$3,992.00 (\$1,996.00) will be refunded.
5. After the start of the third (3rd) week of classes no refunds will be granted.

Should you be selected to attend the Reading Police Academy you will be required to sign this form on the first day of classes indicating your knowledge of this subject matter.