

Refund Policy

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Refund calculations and refunds are made timely, any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.

7

All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- a full refund of all monies paid OR
- completion of the course/program.

If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
- provide completion of the course OR
- participate in a Teach-Out Agreement OR
- provide a full refund of all monies

If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- a pro rata refund of tuition to the student OR
- participate in a Teach Out Agreement.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement and in this catalog.

Return to Title IV

Students receiving Federal Student Aid, a Return to Title IV (R2T4) calculation will be completed to determine if any of the Federal Student Aid must be returned to the Department of Education. If any refunds are due based on the Return of Title IV calculation QL based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is:

- I. Unsubsidized Loans from FFLEP or Direct Loan
2. Subsidized Loans from FELP or Direct Loan
3. PLUS (Graduate Students) FFELP or Direct Loan
4. PLUS (Parent) FFELP or Direct Loan
5. Pell Grant
6. Academic Competitiveness Grant (ACG)
7. National SMART Grant
8. Federal SEOG
9. Other

This order would apply in accordance to the aid programs available at the institution.

Should the student have a credit balance owed to them, those funds will be returned to the student within 30 days from the date that the credit was created.