

WITHDRAWAL AND SETTLEMENT 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.

Any monies due the applicant or students shall be refunded within 30 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 in the case of a student under legal age, his/her parent or 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 less the registration fee in the amount of \$100.
 - 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. 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 30 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 permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school shall provide a full refund of all monies paid or participate in a teach out agreement or provide completion of the course/program at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. 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 catalog and in this enrollment agreement.
- All money due must be paid in full before any product, books, and kits are taken off school premises.

POLICY FOR REFUND DISTRIBUTION TO FEDERAL TITLE IV PROGRAMS

1. Any refunds will be made to the Direct Student lender up to the amount disbursed.
2. Any additional refunds will be made to the Pell Grant Account up to the amount disbursed.
3. Any remaining amount may be held at the student's request to cover additional charges including, but not limited to fees for additional instruction needed over and above the allowed 5% absent hours.
4. **RECOVERY OF OVERPAYMENTS FOR NON-INSTITUTIONAL RELATED EXPENSES.** If a student withdraws, the overpayment of monies disbursed to the student for non-institutional related expenses will be based on the percentage of the time completed over the total time in that payment period. No overpayment will result after half of the payment period has been completed. The student will be responsible for the repayment of the resulting overpayment.