

Refund Policy - Cosmetology Program

Applies to all terminations, for any reason, by either party, including student decision, course or program cancellation or School closure. The School may exceed the minimum tuition adjustment schedule when situations of mitigating circumstances are in evidence and can be documented.

A. Rejection – An applicant not accepted by the School shall be entitled to a refund of all monies paid, less an application fee of \$75.00.

B. If a Student (or in the case of a Student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back, in writing, within three (3) business days of signing the enrollment agreement or contract, all monies collected by the School shall be refunded except for a \$75.00 application fee. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the School administrator in person. This policy applies regardless of whether or not the Student actually started training.

C. If a Student cancels his/her enrollment after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the School, less an application fee of \$75.00.

D. For Students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Amount of Total Tuition & Attendance Time of Course	Lab Fee Owed To School *	Amount of Total Tuition & Attendance Time of Course	Lab Fee Owed To School *
0.00 to 77.25 hours (.01%-4.9%)	20%	232.50 to 387.25 hours (15%-24.9%)	45%
77.50 to 154.75 hours (5%-9.9%)	30%	387.50 to 774.75 hours (25%-49.9%)	70%
155.00 to 232.25 hours (10%-14.9%)	40%	Over 775.00 hours (50% and over)	100%

* Percentage of total tuition, enrollment and lab fee amount- Tuition refund calculations are based off of scheduled hours, not physically attended hours.

Financial Aid Students-Unearned tuition refunds will be calculated according to the most recent "Return of Title IV Funds" published in the Federal Register. Any refund due will be returned to the appropriate financial aid program and/or lender.

The refund is calculated based on enrollment time, which is defined as the time elapsed between the actual starting date and the date of the Student's last day of physical attendance at the Academie.. In the case of unofficial withdrawals, there must be no contract from the student for at least a two week time period before they are considered withdrawn. Attendance is monitored at least every thirty (30) days. A student's last day of attendance will be determined by using the Academie's student management software Genesis. Any monies due the Applicant/Student shall be refunded within forty five (45) days of formal cancellation by the Student as defined in Item B, or formal termination by the School, which shall occur no more than fourteen (14) days from the last day of physical attendance, or in the case of a leave of

absence, the earlier of the date of expiration of the leave of absence or the date the Student notifies the School the Student will not be returning. Students due a refund will have the refund applied first to the appropriate Title IV financial aid program and/or State education loan program. Any excess will then be paid directly to the Student. No transcripts will be issued unless all debts owed the School are paid in full.

E. Equipment and books will be refundable only if they are returned in unused condition, with original packaging.

F. If the School is permanently closed and is no longer offering instruction after a Student has enrolled, the Student shall be entitled to a pro-rata refund .

G. If a course is cancelled subsequent to a Student's enrollment, the School shall, at its option, (1) provide a full refund of all monies paid or, (2) provide completion of the course.

H. If the school cancels a course, or 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.

I. If a Student cancels enrollment or withdraws after beginning classes, the School shall charge an administrative withdrawal fee of \$100.00.