

# Refund Policy - Cosmetology Program

*Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.*

A. Rejection - An applicant rejected by the institution shall be entitled to a refund of all monies paid less an application fee of \$75.

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 3 business days of signing the enrollment or contract, all monies collected shall be refunded except for the \$75 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/owner in person. This policy applies regardless of whether or not the student has actually started training.

C. If a student cancels his/her enrollment after three 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.

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

## **ATTENDANCE TIME OF COURSE - AMOUNT OF TOTAL TUITION & FEES OWED TO SCHOOL**

0 to 77.25 hours - 20%	155 to 232.25 hours - 40%	387.5 to 775 hours - 70%
77.5 to 154.75 hours - 30%	232.5 to 387.25 hours - 45%	over 775 hours - 100%

*Tuition refund calculations are based off of scheduled hours, not physically attended hours.*

**Financial Aid Students** - Unearned tuition refunds will be calculated according to Return of title IV funds published in the November 1, 1999 Federal Register and returned to the appropriate financial aid program.

Enrollment time is defined as the class hours elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 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 45 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 institution that the student will not be returning. Students due a refund who are receiving financial aid will have the refund applied in this order: Stafford Unsubsidized Loan, Stafford Subsidized Loan, PLUS Loan, PELL Grant, Student.

E. All extra costs, such as books, equipment, and enrollment fees, which are not included in the tuition & lab fee price, are non-refundable after 3 business days of signing the contract and beginning classes. Equipment and books will be refundable only if they are returned in unused condition, in original packaging within 20 days of termination.

F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of the tuition price.

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 a student cancels enrollment or withdraws after beginning classes, the school shall charge a withdrawal fee of \$100.

*The institution may exceed the minimum tuition adjustment schedule when situations of mitigating circumstances are in evidence and can be documented.*