

REFUND POLICY

This Refund Policy is to be applied to all terminations of student enrollment for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. An applicant not accepted by the school shall be entitled to a full refund of all monies aid.
2. If a student (or in 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 the signing of the Enrollment Agreement, all monies collected by the school shall be refunded. 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.
3. If a student cancels his/her enrollment after three (3) business days after signing the Enrollment Agreement, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a Registration Fee of \$100.00.
4. Any withdrawal of a student after the start of classes must be in writing. For those students who withdraw from school prior to completion of the course, a \$100.00 Termination Fee will be charged to the student. This is in addition to any other charges due the school by the student.
5. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized:

Percentage of Enrollment Time to Total Time of Course	Amount of Total Tuition Owed
.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

6. For those students receiving Title IV Funds, the law specifies that when a student withdraws from school the formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on costs per payment period. If you received more assistance than you earned, the excess funds must be returned by either the school or the school and the student.

7. Enrollment time, used to calculate the refund, is defined as the scheduled hours between the actual starting date and the date of the student's last day of physical attendance in the school. For students on an approved leave of absence, who notifies the school that they 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 notified the institution of their intent not to return.
8. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance or in the case of a leave of absence, the documented date of return. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution.
9. Upon termination, in addition to the above tuition adjustment, the cost of equipment, books and supplies, registration fees will be added. The purchaser is not entitled to a refund of these items.
10. If the school is permanently closed for any reason and no longer offering instruction for the course in which the student is enrolled, the student shall be entitled to a pro-rated refund of tuition as the school has no established teach-out provision for course completion.
11. If a course is canceled subsequent to a student's enrollment, the school shall, at its option: a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or b. Provide completion of course, or c. Participate in a Teach-Out Agreement, or d. Provide a full refund of all monies paid.
12. A refund calculation will be done, and if the student and /or other agencies have funds to be returned to them, a school check will be written and mailed within 45 days from withdrawal. For students who fail to withdraw from school in person, the school will follow termination procedures automatically if the student is absent from school for 30 consecutive days, determined by monitoring attendance at least every two weeks.
13. If application of the refund policy creates a credit balance, said balance shall, within 14 days of the date of the Return calculation, be allocated as follows:
 - a. Any credit balance will first pay any overpayment owed by the student.
 - b. The student, or parent in the case of a PLUS loan, may elect to have the balance applied to their loan principle or paid directly to them.

If the school is unable to obtain direction from the student, or parent, said balance shall be automatically applied to the Title IV loan debt.