

Pro Rata Refund

Institutional Refund Policy

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

An applicant not accepted for training by the school shall be entitled to a refund of all monies paid, with the exception to the \$50 non-refundable application fee.

The refund policy applies to all terminations for any reason, by either party, including student decision, expulsion, course or program cancellation, or school closure.

If a student or legal guardian cancels the contract and demands his/her money back in writing within 3 business days of its signing, regardless of whether the student has actually started training, all monies paid to the school are refunded, less a non-refundable \$50 application fee.

For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

If a student cancels after 3 business days, but prior to entering classes, s/he shall be entitled to a refund of all monies paid to the school, less a non-refundable \$50 application fee. For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

In official cancellations or withdrawals, the cancellation date will be determined by either the postmark on the written notification by the student (or, in the case of a minor, a parent or guardian) or the date said information is delivered to the school administration.

All requests for refunds must be made in writing, even if these requests are made in person.

In the event of withdrawal by the student or by contract termination by the Institute, any unearned monies paid after the withdrawal date will be returned within 45 days. For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Official cancellation or withdrawal shall occur on the earlier of the dates that a student notifies the institution of his/her withdrawal or if the student is terminated by the school. Unofficial withdrawals are determined by the Institute's monitoring clock attendance; we take daily
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attendance at roll call. It is considered an unofficial withdrawal if a student misses 14 consecutive days.

Any monies due a student who withdraws from the institution (officially or unofficially) shall be refunded within 45 days of written cancellation or termination by the school, which shall occur no more than 45 days from the last date of physical attendance, or in the case of a leave of absence, the documented date of return.

If a student on an approved leave of absence notifies the school that s/he will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. For official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

The portion of the enrollment period for which the student will be charged is determined by dividing the number of clock hours completed as of the last day attended by the number in the total course/program.

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 30 days.

The percentage of enrollment time will be rounded up to the nearest 10%. Any unpaid charges owed by the student will be subtracted. Students who withdraw or are terminated prior to course completion are charged a termination fee of \$150. The required date of the refund is determined by counting from the date the withdrawal was determined. However, the refund is calculated based on the student's last date of attendance. All fees are identified in the catalog and enrollment agreement.

Returns are credited in the following order:

- 1.) Unsubsidized Federal Stafford Loan,
- 2.) Subsidized Federal Stafford Loan,
- 3.) Federal PLUS Loan
- 4.) Federal Pell Grant
- 5.) FSEOG
- 6.) State grant funds are refunded to the state agency according to the agency's refund policy.

The following institutional adjustment policy (subject to change), measured in Actual Clock Hours, applies if a student withdraws or otherwise fails to complete the course:

Percentage of Actual Clock Hours Percentage of Total

Completed in Course Tuition School

Shall Receive/Retain

0.01% to 10.0%	10%
10.1% to 14.9%	40%
15.0% to 25.0%	45%
25.1% to 50.0%	70%
50.1% and over	100%