

REFUND POLICY

OFFICE FOR CAREER AND TECHNICAL SCHOOLS CORRESPONDENCE REFUND POLICY

REFUND POLICY: CORRESPONDENCE POSTSECONDARY PROPRIETARY

EDUCATIONAL INSTITUTIONS. The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

1. Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
2. After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.
3. After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
4. After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
5. After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
6. After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
7. After completing 75% of assignments, the student is responsible for total tuition.
8. The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
9. The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
10. If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of the council, that its refund policy is more favorable to the student than that of the Council's.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

I. A student is entitled to a full refund if one (1) or more of the following criteria are met:

- The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution. .
 - If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee often percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$ 100).
 4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee often percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$ 100).
 6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Signature of Student: _____ Date: _____

Signature of School Official: _____ Date: _____