

REFUND POLICY-NOTICE OF CANCELLATION

See Return to Title IV Financial Aid Policy in the Financial Aid Handbook Pg. 6

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

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 45 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application of \$100.00
- 2) A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within (3) three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$100.00
- 4) A student notifies the institution of his/her withdrawal in writing.
- 5) A student on an approved leave of absence notifies the school that he/she 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 notifies the institution that the student will not be returning.
- 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- 8) Any student absent from school of (14) fourteen consecutive days and not granted a leave of absence, will be dropped from the school enrollment.
- 9) 14 days after cancellation of enrollment any personal possessions or equipment left behind by the student will be disposed of, as the school deems necessary. Once a student has taken possession of equipment, books, and uniforms no refund or buy-back will be given.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% TO 04.9%	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%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded with 45 days of a determination that a student has withdrawn, whether official or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reason able and fair settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student’s enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after the student’s 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 OR provide completion of the course OR participate in a Teach-Out Agreement OR provide full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

COLLECTION POLICY

Clarksburg Beauty Academy does not use any collection agency or any third party agency for its collection. Any student needing to make restitution to the institution can make arrangements with the school’s financial office. Every effort will be made to accommodate the student with a reasonable payment plan, no interest will accrue. Students have to make satisfactory arrangements for financial obligations before the student may apply for examination for licensure, all indebtedness must be paid in full prior to the release of transcripts for licensure. If a student desires for the institution to release information to another institution, all tuition, fees, and any related costs or indebtedness that the student owes to Clarksburg Beauty Academy must be paid in full.