



Refund and Return to Title IV Policy

(34CFR668.22, 43(a)(2-4), 685.306)

Cancellation and Refund Policy

For applicants who cancel enrollment or students who withdraw (officially or unofficially) from enrollment a fair and equitable settlement will apply. Students must remove all personal belongings from the campus building within 14 days from the date of the withdrawal/termination or they will be removed by the School and disposed of accordingly. Official withdraw is described as notifying the school in some way (written or oral) that the student does not intend to return to the program. Date of determination for official withdraw will be the date of notification and/or postmark on mailed documents. The school will consider the student unofficially withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The withdraw date is determined by the last day attended, as evidenced by attendance records. Any money due to the applicant or student shall be refunded within 45 days of the official withdrawal date or the date the school determines that the student has withdrawn. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

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.
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 three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has 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 registration fee in the amount of \$100.
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 14 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. For students who enroll and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards of refunds. All refunds are based on scheduled hours:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% 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%

9. All refunds will be calculated based on the students last date of attendance. Any monies due shall be refunded either back to the government or to the student within 45 days of a determination that a student has withdrawn, whether officially or unofficially. The required date of the refund is determined by counting from the date the withdrawal was determined.
10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If a program is canceled after a student's enrollment and before instruction has begun, the school shall provide a full refund of all monies paid or completion of the course.
12. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion of the course OR participate in a Teach-Out Agreement with another institution.
13. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. 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.

The amount of refund of fees paid, as listed above, is separate from the amount of Federal Aid that a student can keep or that must be refunded back to the Federal Government. The rules for returning aid are briefly described below. These are not all inclusive and all student's aid is calculated separately.

Title IV Federal Financial Aid (FFA)

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that training, the student may be entitled to only a portion of that FFA, and the School must return to the appropriate FFA program any FFA exceeding that to which the student is entitled. All R2T4 calculations are based on award/payment periods, see Packaging section for explanation of how that is broken down.

Following is the Federal Policy for Return of Title IV Aid:

The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans and Pell Grants.



The Return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. Official withdraw is described above.

The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as “personal living expenses.” The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV aid the student has earned up to that point is determined by a specific formula.

If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt.

The school may automatically use all or a portion of the student post-withdrawal disbursement of grant funds for tuition or any other contract charge. For all other school charges, the school needs the student’s permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. Student loans cannot be automatically received; the school needs the student (parent) permission to disburse post withdrawal loan funds. However, it may be in the student’s best interest to allow the school to keep grant funds to reduce the student’s debt at the school. If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student.

The school’s responsibility for returning unearned funds is limited to the greater of the Title IV aid retained by the school or the prorated institutional charges for the payment period. There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements. For example, if the student has not completed the first 30 days of the program before the student withdraws, the student will not earn any FFEL/Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receives (or the school or parent received on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- the student institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.



The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at:

1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on the Student Aid site:www.studentaid.ed.gov

Following is the Federal Policy for distribution of Return of Title IV: (all calculations use the worksheets referred to in Volume 5 of the Student Financial Aid Handbook)

Return of Federal Title IV funds will be distributed in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grant for which a Return is required
5. Iraq and Afghanistan Service Grant for which a Return is required

Post withdraw disbursements:

Students who have aid that could have been disbursed at the date of withdraw (unofficial or official) will have the determination made as part of the Return to Title IV calculation. Pell that could have been disbursed and was not will be automatically calculated and disbursed in accordance with the calculation. Student loans (Student or Parent) will be calculated and the information sent to the student or parent (accordingly) asking for permission, in writing. Written notification needs to be returned NLT 10 days from notification for loans to be disbursed unless otherwise notified.

Notification

Students will be notified, in writing, of any funds being sent back to the government or to them, within 30 days of withdrawal. Monies due to the government will be returned with 45 days of the date of withdrawal.

Students will be notified in writing within 30 days of any Post Withdrawal Disbursement that they may qualify for at the time of their last day of attendance.