

## REFUND POLICY

***(12-59-114, Rules & Regulations of Private Occupational Act of 1981)***

***This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Students will be terminated after missing 30 days.***

- As a condition for granting a certificate of approval a school shall maintain a policy for the refund of tuition and fees in the event, and within thirty days of the date, a student fails to enter the course, withdraws or has been discontinued from there at any time prior to completion, and such policy shall provide for at least the following:
  - A full refund of all monies paid if the applicant is not accepted by the school;
  - A full refund of tuition and fees if the applicant withdraws within three (3) business days after signing the contract or making an initial payment if the applicant has not commenced training;
  - A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same; excepts that this provision shall not apply in the event that the school ceases operation;
  - That the school use a method of determining the official termination date of the student which complies with the established criteria of the state board for community colleges and occupational education;
  - That except for retention of a cancellation charge not to exceed \$150.00 or 25% of the contract price, whichever is less, the policy for cancellation, settlement and refund of tuition and fees provides for at least the following:

Refund Table

<b><i>Upon withdrawal/termination</i></b>	<b><i>Student is entitled to:</i></b>
• Within first 10% of program	90% less cancellation charge
• After 10% but within first 25% of program	75% less cancellation charge
• After 25% but within first 50% of program	50% less cancellation charge
• After 50% but within first 75% of program	25% less cancellation charge
(VI) After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

- (a) A School offering education using an individualized instruction method shall;
  - Establish a time period during which a student should complete the training;
  - Outline school policies relative to satisfactory progress including an average rate of assignment completion;
  - Establish a policy for termination in the event that a student does not maintain said rate of assignment completion.
- (b) Under these conditions, a refund of tuition and fees required by this section may be computed based on said time period or on assignments completed in accordance with the policy previously adopted by the school
- The board may require a school to submit the board a notice of each tuition refund paid or contract cancelled in the manner and to the extent determined by the school.

United Beauty College recognizes that a student may have to drop out of the program due to circumstances beyond his/her control:

- Students not accepted by United Beauty College and students who cancel this contract by notifying United Beauty College within three business days are entitled to a full refund of all tuition and fees paid.
- If a student (or in the case of a student under the state’s legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by United Beauty College shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner.
- Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid and the cancellation charge of \$150, or whichever is less.
- In the case of student withdrawing after commencement of classes, United Beauty College will retain a

cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.