

## Refund Agreement for the Enrollment Agreement & Catalog

### Institutional Tuition Refund Policy

This portion of the ENROLLMENT AGREEMENT AND THE SCHOOL CATALOG outlines the obligations and entitlements of both the school and the student if the student withdraws from school before completing the full course of study in which he or she is enrolled. All applicable refunds will be calculated according to the following policy. Amounts due will be refunded within thirty days after withdrawal or dismissal for cause. The application fee is nonrefundable except where noted below. Tuition will be credited and refunded according to the following policy:

An applicant who has not visited the school prior to enrollment may cancel without penalty by requesting within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

An applicant requesting cancellation within three days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid.

An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus an application/registration fee of \$100.

VA funded students will receive a 100% refund if they withdraw on or before the first day of class.

**WITHDRAWAL AFTER THE COMMENCEMENT OF CLASSES:** The following sections apply to students who begin their course of study and then do not complete it (due either to withdrawal or dismissal). ANY STUDENT WHO BEGINS CLASSES IS OBLIGATED TO THE SCHOOL FOR A CERTAIN PORTION OF THE TUITION. If the tuition has already been paid, the school will refund the excess tuition paid according to the schedule below. If the tuition is obligated by the student to the school on an installment loan contract, the school will issue a credit to the student according to the following schedule, but the student will still be obligated for the remainder of the tuition. The application / registration fee is nonrefundable.

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal. Written notice of withdrawal is required. Students cancelling or voluntarily withdrawing

will be required to complete a withdrawal form. Tuition credits are based on the percentage of the total program clock hours presented.

**Cancellation after the (3rd) third business day**, but before the first class, will result in a refund of all monies paid, with the exception of the application fee/ registration fees totaling (\$100).

**Cancellation after attendance has begun**, but prior to completion of 50% of the program, will result in a prorated refund of tuition computed on the number of hours made available to the total program hours.

**Cancellation after attendance has begun**, but prior to completion of 50% of the program will result in a refund of 50% of the other non-tuition fee items with the exception of the following *which are non-refundable: application fee, registration fee and charges for kits, books, and equipment that have been issued to the student (nonrefundable if issued).*

Cancellation after completing 50% of the program will result in no refund.

The date of determination by the school (the date student requests or the date the school withdraws) is the official withdrawal date.

**Refunds will be made within 30 days** of termination or receipt of cancellation or withdrawal. The termination date is the date the student withdrew or the date the school became aware that the student withdrew (date of determination), whichever is later. All refunds will be made in compliance with Federal & State regulations. Refunds will first be paid to satisfy lenders and then students.

A student can be dismissed by discretion of the Director for reasons of the school. In addition, a student can be dismissed for reasons relating to student including non-payment of tuition or failure to comply with the administrative policies. In addition, a student who stops attending without approval will be withdrawn by the school.

In these cases of early withdrawal, if the student has paid money in excess of the tuition obligated, the school will refund the excess within 30 days of the date the withdrawal or the date the school became aware or determines that the student has withdrawn. If the student is obligated for tuition beyond the amount of the principal paid under the installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. Refund of Title IV funds will comply with government regulations. Refund funds will be returned to lenders & government agencies and any leftover money will then be given to student. Refund to Title IV program shall be based on a payment period basis. Student agrees and does authorize the school to deduct charges made by the student from incoming Title IV funds. (Pro-Rata refund for Title IV funds up to 60% completion of the payment period. Example: for 1500-hour program, 1st period is 1-450 hours & second is 451-900 and the third is 901 – 1200 and the fourth is 1201-1500); Title IV funds are only

available for 1500 hours and any training hours above 1500 hours are charged, tracked and refunded separately and on a pro-rata basis. In all cases refunds shall be done in such a manner as to stay in compliance with Title IV regulations.

If the school cancels or discontinues a scheduled program, the school will refund tuition to the student based on the standard ordinary refund policy as listed above. Cancellation after the student or cohort has been made available 50% of the program hours results in no refund. Under these circumstances, there would be no Title IV money refund except pro-rated to 60% of the current payment period. The school may provide a government approved teach-out agreement in the place of refund when permissible by regulation & law.

### **Refund for Financial Aid Recipients**

Institutions are required to have a fair and equitable refund policy for students who receive financial aid. Students receiving Title IV funds are bound by the refund agreement and by regulations & policies governing the administration of Title IV funds. Students receiving financial assistance are subject to an additional refund analysis.

A portion of the refund will be returned to the programs from which the student was funded.

Students withdrawing after beginning the program and prior to completing 60% of the scheduled payment period will have Title IV funds refunded based on the tuition and fees assessed the student on a pro-rata basis. (Example: 1st payment period for a 750-hour program would be hours 1 thru 375, and the second would be 376-750) All hours of training over 750 are not eligible for Title IV funds and are to be refunded and charged separately.

### **Refund Distribution for Financial Aid Recipients**

#### **Refund Procedures**

All refunds are made within 30 days of date of determination of withdrawal from school. The Registrar or the Director of Education notifies the Accountant & Cashier's office via the student withdrawal form & refund calculation sheet. The refund calculation sheet includes information on last date of attendance, charges, payments, and total amount due the school or student.

\*Note: Students who miss 10 consecutive (unexcused) days may be withdrawn from the school and the date of withdrawal is to be the last day of scheduled attendance.

**Distribution of Refund Policies**

Blue Cliff Career College's refund and repayment policies are disseminated to students in the BCCC School Catalog and when they receive a copy of their enrollment agreement. Students may receive additional information by making an appointment with an Aid Administrator. These policies are also available on the school web site: [www.blue.edu/disclosures](http://www.blue.edu/disclosures)