

INSTITUTIONAL REFUND/DROP POLICY

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

1. Any monies due the applicant or student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$25.00.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee.
 - c. A student who cancels his/her contract after three (3) business days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$25.00.
 - d. A student notifies the institution of his/her official withdrawal in writing.
 - e. A student is expelled by the institution.
 - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
 - g. Monies paid for student kit are nonrefundable unless the student cancels within three (3) business days of signing the enrollment agreement or the student cancels prior to entering class.
 - h. A student's on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.
2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 10 days and a determination is made to withdraw a student who has been absent from school for 10 or more scheduled school days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
3. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
4. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment agreement.
5. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
6. A student's account may be sent to collections for nonpayment.
7. If the school closes permanently and no longer offers instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50% of the course, withdraws from the course or is terminated by the school, the school:

1. May retain 100% of the tuition and fees paid by the student;
2. Is not obligated to refund any additional outstanding tuition.

If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50% of the course, withdraws from the course or is terminated by the school, the school shall refund:

1. 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
2. 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
3. 75% of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks but no later than the completion of the 25% of the course; and
4. 50% of any outstanding tuition for a withdrawal or termination that occurs no later than the completion of the first 50 percent of the course.

A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

Cosmetology Full-Time / 32 hour Schedule	Refund to Funding Agency or Student	Owes School
1 to 32 scheduled hours	90%	10%
33 to 96 scheduled hours	80%	20%
97 to 250 scheduled hours	75%	25%
251 to 500 scheduled hours	50%	50%
501 to 1000 scheduled hours	0%	100%

Cosmetology Part-Time / 22 hour Schedule	Refund to Funding Agency or Student	Owes School
1 - 22 scheduled hours	90%	10%
23 - 66 scheduled hours	80%	20%
67 - 250 scheduled hours	75%	25%
251 - 500 scheduled hours	50%	50%
501 - 1000 scheduled hours	0%	100%

Cosmetology (1500 hours) Full-Time / 32 hour Schedule	Refund to Funding Agency or Student	Owes School
1 to 32 scheduled hours	90%	10%
33 to 96 scheduled hours	80%	20%
97 to 375 scheduled hours	75%	25%
376 to 750 scheduled hours	50%	50%
751 to 1500 scheduled hours	0%	100%

Cosmetology (1500 hours) Full-Time / 22 hour Schedule	Refund to Funding Agency or Student	Owes School
1 to 22 scheduled hours	90%	10%
23 to 66 scheduled hours	80%	20%
67 to 375 scheduled hours	75%	25%
376 to 750 scheduled hours	50%	50%
751 to 1500 scheduled hours	0%	100%

If tuition is not refunded within 30 days, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day proceeding the date the refund is made. If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student loan.

Section 1602.458 Refund Policy, (b) 1. the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department.