

### Tuition Refund Policy

The following Refund Policy is applicable to all students unless otherwise noted in their Enrollment Agreement. Refunds are made within forty-five (45) days from the date of official or unofficial withdrawal. Refunds are made directly to the source of payment. Deposits or down payments shall become part of the tuition.

- When a notice of withdrawal is given within the first five (5) scheduled days of instruction, the college will refund full tuition and other instructional fees and retain the registration fee.
- When a notice of withdrawal is given after the first five (5) scheduled days of instruction, the college will retain the registration fee and shall refund a part of the tuition in accordance with the following schedule:

Percent of Term Completed	Percent of Tuition Refunded
1% -10%	90%
11%-20%	75%
21% - 50%	50%
51% and over	0%

A day of instruction is defined as any day in which a class is scheduled for the student's program of study.

Percentage of term completed is calculated by the number of calendar days between the official term start date and the student's last day of attendance divided by the total number of days between the official term start and end dates. The percentage is rounded to the nearest whole number.

- The college shall refund all tuition and instructional fees paid by the student in the following circumstances:
  - a. The college did not provide the prospective student with a copy of the student's Enrollment Agreement and the link to the catalog;
  - b. The college cancels or discontinues the program of study in which the student is enrolled without providing the student with a teach-out option. The student must be active in the program at the time of program cancellation.

In addition to the Refund Policy outlined above, the College shall use the "Return to Title IV Funds (R2T4) Policy" required by the U.S. Department of Education when performing R2T4 funds calculations.