

## REFUND POLICY

- ❖ An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- ❖ If a student (or in the case of a student under the legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three (3) business days of signing the enrollment agreement or contract, all monies collected by the school shall be refunded. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administration/owner in person. This policy applies regardless of whether or not the student has actually started training.
- ❖ If the student cancels his/her enrollment after three (3) business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the schedule of payments. Monthly tuition payments are set up as a convenience for the student in paying their tuition. These payments will not necessarily pay for all hours accrued.
- ❖ All federal funds will be refunded according to the Title IV refund policy if a student withdraws from the school.
- ❖ If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees will be retained by PJ's College. Appropriate refunds for a student who does not begin classes will be made within 30 days of the class start date.
- ❖ Refunds, when due, will be made without requiring a request from the student.

All monies due the applicant or student shall be refunded within thirty (30) days of formal cancellation by the student as defined below - or formal termination by the school, which shall occur no more than thirty (30) days from the last day of attendance, or in the case of a leave of absence, the documented date of return.

Policies for granting of credit for previous training shall not impact the above mentioned refund policies.

Refunds for Withdrawal After Class Commences:

### **Refund Policy for Programs Obligating Students for Periods of 12 Months or Less**

The refund policy for students attending who incur a financial obligation for a period of 12 months or less shall be as follows:

After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;

After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,

After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

### **Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months**

Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the section above.

NOTE: For all students attending the institution and are receiving federal funding, a statutory Return of Title IV Funds is in effect to determine the amount of Title IV earned by the student. For Title IV students both the Return of Title IV Funds and the institutional refund policy apply. Up to the 60% point of each payment period of enrollment, a schedule id determines the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds for that period.