



OFFICIAL WITHDRAWALS

Students who wish to discontinue their training are to notify the Director in writing either in person or by mail/email.

REFUND AND CANCELLATION POLICY

- An applicant rejected by the school shall be entitled to a refund of all monies paid.
- A student who cancels within 7 business days of signing the enrollment agreement, shall be entitled to a refund of all monies paid to the school provided the student has not yet entered into instruction.
- A student who cancels after 7 business days, but prior to starting class, is entitled to a full refund less the \$100 registration fee.
- 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.
- Fees and charges paid to the school for goods and services which have not been provided by the school and accepted by the student, shall be refunded.
- A student will be liable for the non-refundable registration fee, the cost of any textbooks or supplies accepted, and any tuition liability for hours completed as calculated using the State Education Department refund policy.
- Any monies due an applicant are refunded within 30 days of formal cancellation or termination. The failure of a student to immediately notify the school director in writing of the student’s intent to withdraw may delay a refund of tuition to the student pursuant to section 5002(3) of the Education Law.

STATE EDUCATION DEPARTMENT REFUND POLICY

QUARTER REFUND POLICY

Terms of Refund Policy - Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed. Applies to the Nail Specialty, Esthetics, Esthetics & Nail Specialty, and Barbering programs.

First Quarter

If Termination Occurs	School May Keep
Prior to or during the First Week	0%
During the Second Week	25%
During the Third Week	50%
During the Fourth Week	75%
After the Fourth Week	100%

Subsequent Quarters

If Termination Occurs	School May Keep
During the First Week	25%
During the Second Week	50%
During the Third Week	75%
After the Third Week	100%

TERM REFUND POLICY

Terms of Refund Policy - Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed. Applies to the Hairdressing and Cosmetology program.

First Term

If Termination Occurs	School May Keep
Prior to or during the First Week	0%
During the Second Week	20%
During the Third Week	35%
During the Fourth Week	50%
During the Fifth Week	70%
After the Fifth Week	100%

Subsequent Terms

If Termination Occurs	School May Keep
During the First Week	20%
During the Second Week	35%
During the Third Week	50%
During the Fourth Week	70%
After the Fourth Week	100%

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

REFUND OF FEDERAL TITLE IV AID

The School participates in federal financial aid programs (Title IV). For students who withdraw and have received Title IV financial assistance the Federal Return of Title IV Funds calculation (R2T4) will be completed first and applicable funds returned. Returned funds will reduce the financial aid payments received on behalf of the student, before applying the institutional refund policy, to determine whether the student is owed a refund or if a balance is owed to the School. If a balance is owed to the School, payment in full must be made in order to receive a transcript.

In compliance with Federal regulations, the School will determine how much Federal student financial assistance the student has earned or not earned when a student, who is a Title IV recipient, withdraws from the School. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government by the School and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the School and, in some cases, to the Federal Government. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date the School has determined that the student has officially or unofficially withdrawn.

For the purpose of determining the amount of Title IV Funds to be returned, if any, the student shall be deemed to have withdrawn from the program when any of the following occurs: (a) the student notifies the School of their withdrawal or the actual date of withdrawal; (b) the School terminates the student's enrollment; (c) the student fails to attend classes for a 14 day period; (d) the student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.

Withdrawal Before 60%: The School must perform an R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the U.S .Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of termination or withdrawal.

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%: For a student who is terminated or withdraws after the 60% point-in-time, there are no unearned funds. However, the School must still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned for clock-hour programs, the earned aid is based on a percentage by dividing the total number of clock hours the student was scheduled to complete in the payment period as of the last day of attendance by the total number of clock hours in the payment period. The calculated amount of aid earned is rounded to the one-hundredth decimal. Any scheduled break of five days or more is not counted in the total calendar days of the payment period.

If a return results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are returned to the Title IV Programs in the following federally mandated order;

(1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) other grant or loan assistance authorized by the Title IV of the HEA, as amended; (6) any other financial assistance programs.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The School will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the School may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, the School may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student.

The school will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date the School determined the student withdrew. If the Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of: the institutional charges multiplied by the percentage of unearned Federal student financial assistance funds; or the entire amount of unearned funds. If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The School will notify the student as to the amount owed and how and where it should be returned.