

Institutional Refund Policy

- For applicants who cancel enrollment or students who withdraw from enrollment, or students who are expelled from the school, a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school except the non-refundable application fee. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within 5 business days of signing the enrollment agreement, all monies collected by the school will be refunded, except the non-refundable application fee, even if the student has begun classes. The "formal/official cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, 14 days after the last day of attendance, or the expiration date of an approved Leave of Absence.
- When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.
- When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application fee, not to exceed \$100 and the cost of any books or materials that have been provided by the school and retained by the student.
- When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instructional charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
- When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency.
- All refunds are based on scheduled hours.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% & over	100%

- Any monies due the applicant or student shall be refunded within 45 days of the official or unofficial cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement may be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If a pro-rata refund is issued, the amount and list of all currently enrolled students will be submitted to the accrediting agency, if applicable. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- This refund policy applies to tuition and fees charged in the enrollment agreement. The application fee is non-refundable. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.
- A student on an approved leave of absence must notify the school that he or she will not be returning. The 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 institution that the student will not be returning. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days, and refund is calculated based on the student's last date of attendance.

Return of Title IV Funds

The law specifies how Networks Barber College must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from Networks Barber College institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from Networks Barber College at any time by notifying the administration office in writing of his/her decision to withdraw. The student will be considered withdrawn by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by

the school, 14 days after the last day of attendance, or the expiration date of an approved Leave of Absence. It is highly recommended that the student speak a Financial Aid Advisor prior to withdrawing.

A student's withdrawal is defined as:

1. *Official Withdrawal* - The student notifies Networks Barber College of his/her decision to withdraw or the school expels the student.
2. *Unofficial Withdrawal* - The student who has ceased attending all classes and has not provided Networks Barber College with his/her decision to withdraw. A student is considered withdrawn from Networks Barber College after 14 days of nonattendance and no communication between the student and the school.

All refunds are based on the students last day of attendance.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 450 clock hours, the student has completed 25% of the period and therefore has earned 25% of federal student financial aid that was disbursed or could have been disbursed. That means that 75% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, Networks Barber College is responsible for returning the portion of the excess equal to the *lesser of*:

1. The institutional charges for the payment period multiplied by the unearned percentage of funds,
or
2. The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and

conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. Networks Barber College has 30 days from the date of Networks Barber College's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student.

The student has 14 days from the date Networks Barber College sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, Networks Barber College will make payment as soon as possible, but no later than 45 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to Networks Barber College's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Federal Pell Grant