

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that: 1.) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. 2.) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. 3.) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100.00 4.) A student notifies the institution of his/her withdrawal in writing. 5.) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date expiration of the leave of absence of the date the student notifies the institution that the student will not be returning. 6.) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days). 7.) In type 2, 3, 4, or 5, official cancellations or withdrawals the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. - For students who enroll and begin classes but withdraw prior to completion (After three business days of signing the contract). The following schedule of tuition earned by the school applies. All refunds are based on actual hours. Percentage Length Completed Amount of total tuition To total length of course owed to the school .01% to 4.9% 20% 5% to 9.9% 30% 10% to 14.9% 40% 15% to 24.9% 45% 25% to 49.9% 70% 50% and over 100% All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether official or unofficially. In the case of disabling illness of injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will 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. 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. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid. Student who withdraw or terminate prior to course completion could be charged a cancellation or administrative fee of \$150.00 this refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG. Extra kit material, Books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All Fees are identified in the catalog and in our enrollment agreement. If a student decides to transfer from the Cosmetology School of Arts and Sciences, LLC to another school and money is due to The School at the time of transfer, no credits will be transferred until all debts owed the school are satisfied in full. Also, upon graduation of a student, no credits, hours, or other information will be released to the state or any other school until all financial obligations to/or on behalf of The Cosmetology School of Arts and Sciences, LLC has been satisfied. Cosmetology School of Arts and Sciences, LLC 29 There will be no refund for the supplies; once the supplies have been purchased, the supplies are the students to keep. However, no portion of the supplies are to be taken out of the school until course is complete or until time of a student withdraws or transfers to another school, this assures us you will have the necessary supplies needed to complete the required services. If a student receiving a Title IV Pell Grant decides to discontinue his enrollment or transfers to another school and the allotted time frame has not been completed for the appropriate

tuition, the student will be held responsible for any additional monies owed to the school depending on the percentage length completed to total length of course/amount of total tuition owed to the school. * Students are responsible to pay collection fees and reasonable Attorney's fees, should our Enrollment Agreement be referred for collections.