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# *Lebanon College of Cosmetology*

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## WITHDRAWAL AND SETTLEMENT POLICY

1. Any applicant not accepted by the College will be entitled to a refund of all monies paid.
2. If a Student (or in the case of a Student under legal age, his or her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within 3 business days of signing the Enrollment Agreement, all monies collected by the School will be refunded, regardless of whether the student has actually started training.
3. Prior to entering classes, if a student cancels his/her enrollment after 3 business days following the signing of the Enrollment Agreement, he/she will be entitled to a refund of all monies paid to the School less the registration fee of \$150.00.
4. If a student notifies the institution of his/her withdraw in writing.
5. If 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 of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.
6. 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.
7. For students who fail to notify the school in writing and/or verbally, unofficial withdraws will be determined by the school by monitoring attendance at least every 30 days.
8. For students who enroll and begin classes but withdraw or are expelled prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All calculations are based on scheduled hours.

Percentage of Scheduled Hours Divided by Total Time of Course	Percentage of Tuition Amount Owed to the School
.01% to 4.99%	20%
5.00% to 9.99%	30%
10.00% to 14.99%	40%
15.00% to 24.99%	45%
25.00 % to 49.99%	70%
50% AND OVER	100%

All withdrawal/settlement calculations will be calculated based on the students last date of attendance. Should a refund be in order, any monies due will be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair withdrawal/settlement calculation which exceeds this policy may be made.

Students who withdraw or terminate prior to course completion are charged a cancellation or fee of \$150.00. This withdrawal/settlement policy applies to the tuition and fees charged in the enrollment agreement. Other charges the student may have incurred at the institution (EG: 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 enrollment agreement.

Allocation of refunds, if any: a) To eliminate outstanding balances on Federal Stafford Loans; b) To eliminate outstanding balances on Federal Plus Loans; c) To eliminate any amount of Federal Pell Grants awarded to the Student for the period of enrollment for which he/she was charged; d) To repay required refunds of other Federal, State, Private or institutional student financial assistance received by the student e) Student

If a course or program is canceled subsequent to a students' enrollment, and before instruction in the course or program has begun, the School will, at its option: a) Provide refund of all tuition monies paid or b) Provide for completion of the course at a later time.

If a course or program is canceled subsequent to a students' enrollment, and ceases to offer instruction after students have enrolled and instruction has begun, the School will, at its option: a) Provide a pro rata refund of all tuition monies paid for students transferring to another school based on the hours accepted by the receiving school or b) Provide for completion of the course or program or c) Participate in a Teach Out program or d) Provide a refund of all tuition monies paid.

If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will, at its option: a) Provide a pro rata refund to the student or b) Provide course completion through a pre-arranged teach out agreement with another institution.