



MY-LE'S BEAUTY COLLEGE

4516 Florin Road, Sacramento, CA 95823
Phone (916) 422-0223 - Fax (916) 422-1289
Website: mylebeautycollegeinc.com

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

Cosmetology Program 1600 hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Student Who Began the Program	Students Available for Graduation	Number of On-Time Graduate	On-Time Completion Rate
2016	39	39	16	41%
2017	54	54	22	41%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Student Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	39	39	37	95%
2017	54	54	42	78%

Student's Initials: _____ Date: _____

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Job Placement Rates *(includes data for the two calendar years prior to reporting)*

Calendar Year	Number of Student Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	39	34	34	27	79%
2017	54	42	42	31	74%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by requesting this from an admission representative.

Gainfully Employed Categories *(includes data for the two calendar years prior to reporting)*

Part-Time vs Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week*	Graduates Employed in the Field at Least 30 Hours Per Week*	Total Graduates Employed in the Field
2016	3	8	27
2017	4	7	20

* Not all graduates Employed in the Field reported Part-time / Full-Time Employment

Single Position vs Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	27	0	27
2017	31	0	31

Student's Initials: _____ Date: _____

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Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2017	0	0

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	0
2017	0	0

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Only initial after you have had sufficient time to read and understand the information.

License Examination Passage Rates *(includes data for the two calendar years prior to reporting)*

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	34	31	27	4	87%
2017	42	39	28	11	72%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information *(includes data for the two calendar years prior to reporting)*

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$30,000	\$30,001 - \$35,000	No Salary Information Report
2016	34	27	1	2	6	1	1	16
2017	42	31	3	2	5	1	0	20

A list of sources used to substantiate salary disclosures is available from the school. You may request this list from an admission representative.

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$12,700. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

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Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2013 receiving federal student loan to pay for this program	The percentage of enrolled students in 2014 receiving federal student loan to pay for this program	The percentage of enrolled students in 2015 receiving federal student loan to pay for this program
0	0	0	0

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information

STUDENT'S RIGHT TO CANCEL

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

On the first day of class you will be given two notices of cancellation forms to use, but you can use any written notice that you wish. Once you receive equipment, including books or other materials, it is yours to keep without further obligation. **NOTE: Beauty supplies are not returnable due to sanitary reasons.** Therefore, once you accept the supplies, the cost will be charged to your account. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later within 30 days after your notice of cancellation is received.

Withdrawal from course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day following the first class you attended. As a precursor to processing your withdrawal, you must meet with a member of My-Le's Beauty College Management Team. Withdrawal shall be deemed to be the last date of recorded attendance. The school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered un return equipment. If student complete 60% or less of the period of attendance, the refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of hours of instruction for which you have paid. For student completed more than 60% of the period of attendance, the institution will retain 100% of tuition. To determine the percentage completed, the number of hours the student was scheduled to complete in the period of attendance will be divided by the total hours in the period of attendance. In any event you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTEND, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF INSTITUTION'S DETERMINATION THAT THE STUDENT WITHDREW. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

IF THE STUDENT HAS RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENTS IS ENTITLED TO A REFUND OF MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

Hypothetical Refund Example in accordance to the state prorata policy for student leaves the institution prior to completing 60% of the period of attendance. Assume that a student, upon enrollment in a 450 hour of period of attendance, pays \$2,700 for tuition, \$100.00 for registration, and

\$575.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws at scheduled to complete 200 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$1,500.00 based on the calculation stated below.

Hourly cost of Tuition \$2700 / 450 = \$6	Hours of Tuition Paid \$2700 / \$6 = 450 hrs.	Hours paid for but not received 450 - 200 = 250 hrs.	Calculation of earned tuition 200 x 6 = \$1,200	Refund calculation of tuition 250 x 6 = \$1,500	Final refund calculation: Total paid \$3,375 Less: Adm. Fee 100 Equipment 575 Tuition <u>1,200</u> Total Refund \$1,500
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Title IV Refund Policy

Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws at or less than the sixty percent (60%) of the payment period in course, the students would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent (50%) of the payment period, the student would have earned only 50% of the aid received or eligible to receive. To determine the percentage completed, the number of hours the student was scheduled to complete hours in the payment period will be divided by the total hours in the same payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew. Withdrawing students will be responsible for institutional charges not covered by student aid.

If student completed more than 60% of a payment period, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs.

- a) Date when you notify the school of your intent to withdraw or the actual date of withdrawal.
- b) Date when the school terminates your enrollment agreement.
- c) Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d) Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the benefits received. Any remaining amount will be paid to you.

Student may be terminated for failure to comply with school rules and regulations governing conduct attendance, satisfactory academic progress or failure to honor financial obligation.

Student's Initials: _____ **Date:** _____

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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2016 & 2017

Manicuring Program 400 hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Student Who Began the Program	Students Available for Graduation	Number of On-Time Graduate	On-Time Completion Rate
2016	84	84	42	50%
2017	93	93	42	45%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Student Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	84	84	71	85%
2017	93	93	81	87%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates *(includes data for the two calendar years prior to reporting)*

Calendar Year	Number of Student Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	84	71	71	52	73%
2017	93	83	83	61	73%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training by requesting this from an admission representative.

Gainfully Employed Categories *(includes data for the two calendar years prior to reporting)*

Part-Time vs Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week*	Graduates Employed in the Field at Least 30 Hours Per Week*	Total Graduates Employed in the Field
2016	5	9	52
2017	7	10	61

* Not all graduates Employed in the Field reported Part-time / Full-Time Employment

Single Position vs Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	52	0	52
2017	61	0	61

Student's Initials: _____ Date: _____

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Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2017	0	0

Institutional Employment

Calendar Year	Graduates Employed who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2016	0	0
2017	0	0

Student's Initials: _____ **Date:** _____

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This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ **Date:** _____

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License Examination Passage Rates *(includes data for the two calendar years prior to reporting)*

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2016	71	69	54	15	78%
2017	83	80	58	17	73%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Salary and Wage Information *(includes data for the two calendar years prior to reporting)*

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	\$25,001 - \$35,000	No Salary Information Report
2016	71	52	1	2	4	6	1	38
2017	83	61	1	5	4	7	0	44

A list of sources used to substantiate salary disclosures is available from the school. You may request this list from an admission representative

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on-time in 2015: \$1,500. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

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Federal Student Loan Debt

Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2013 receiving federal student loan to pay for this program	The percentage of enrolled students in 2014 receiving federal student loan to pay for this program	The percentage of enrolled students in 2015 receiving federal student loan to pay for this program
0	0	0	0

¹The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education

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Student Name - Print

Student Signature

Date

School Official

Date

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
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- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information

STUDENT'S RIGHT TO CANCEL

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of the Enrollment Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage paid. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

On the first day of class you will be given two notices of cancellation forms to use, but you can use any written notice that you wish. Once you receive equipment, including books or other materials, it is yours to keep without further obligation. **NOTE: Beauty supplies are not returnable due to sanitary reasons.** Therefore, once you accept the supplies, the cost will be charged to your account. Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later within 30 days after your notice of cancellation is received.

Withdrawal from course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day following the first class you attended. As a precursor to processing your withdrawal, you must meet with a member of My-Le's Beauty College Management Team. Withdrawal shall be deemed to be the last date of recorded attendance. The school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered un return equipment. If student complete 60% or less of the period of attendance, the refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid and the denominator of which is the total number of hours of instruction for which you have paid. For student completed more than 60% of the period of attendance, the institution will retain 100% of tuition. To determine the percentage completed, the number of hours the student was scheduled to complete in the period of attendance will be divided by the total hours in the period of attendance. In any event you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page. **IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTEND, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF INSTITUTION'S DETERMINATION THAT THE STUDENT WITHDREW. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, AND THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.**

IF THE STUDENT HAS RECEIVED FEDERAL STUDENT FINANCIAL AID FUNDS, THE STUDENTS IS ENTITLED TO A REFUND OF MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.

Hypothetical Refund Example in accordance to the state prorata policy for student leaves the institution prior to completing 60% of the period of attendance. Assume that a student, upon enrollment in a 450 hour of period of attendance, pays \$2,700 for tuition, \$100.00 for registration, and

\$575.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws at scheduled to complete 200 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$1,500.00 based on the calculation stated below.

Hourly cost of Tuition \$2700 / 450 = \$6	Hours of Tuition Paid \$2700 / \$6 = 450 hrs.	Hours paid for but not received 450 - 200 = 250 hrs.	Calculation of earned tuition 200 x 6 = \$1,200	Refund calculation of tuition 250 x 6 = \$1,500	Final refund calculation: Total paid \$3,375 Less: Adm. Fee 100 Equipment 575 Tuition <u>1,200</u> Total Refund \$1,500
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Title IV Refund Policy

Federal Regulations dictate specific formulas to determine the amount of Title IV Aid earned by a student withdrawing from the course of study. Simply stated, if the student withdraws at or less than the sixty percent (60%) of the payment period in course, the students would have earned the same percentage of aid received. For example, if the student withdraws at fifty percent (50%) of the payment period, the student would have earned only 50% of the aid received or eligible to receive. To determine the percentage completed, the number of hours the student was scheduled to complete hours in the payment period will be divided by the total hours in the same payment period. Unearned aid will be returned to the programs in accordance to the guidance described in the regulations. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew. Withdrawing students will be responsible for institutional charges not covered by student aid.

If student completed more than 60% of a payment period, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs.

- a) Date when you notify the school of your intent to withdraw or the actual date of withdrawal.
- b) Date when the school terminates your enrollment agreement.
- c) Date when you fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d) Date when you failed to return as schedule from an approved leave of absence. The withdrawal date will be the last date of attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the benefits received. Any remaining amount will be paid to you.

Student may be terminated for failure to comply with school rules and regulations governing conduct attendance, satisfactory academic progress or failure to honor financial obligation.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.