



**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2017 & 2018**

Cosmetology - 1600 hours

On-Time Completion (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2017	71	67	57	85%
2018	67	52	52	100%

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 Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	71	57	57	49	85%
2018	67	52	52	48	92%

You may obtain from the institutions student catalog on the website, a list of the employment positions determined to be in the field for which a student received education and training.

http://www.lytlesrebc.edu/wp-content/uploads/2019/06/student_catalog_2019_rev_5312019.pdf



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
2017	5	12	49
2018	0	0	48

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
2017	4	0	49
2018	5	0	48

Self-Employed / Freelance Position

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	0	49
2018	0	48

Institutional Employment

Calendar Year	Graduates Employed in the Field 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
2017	0	49
2018	0	48

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
2017	67	57	56	1	98%
2018	52	52	52	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 52 graduates.

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	\$15,001	\$20,001	\$25,001	\$30,001	\$35,001	\$40,001	No Salary Information Reported
			- \$20,000	- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	
2017	67	49	3	1	0	2	2	0	41
2018	52	48	2	1	0	1	0	0	44

Upon request a list of sources used to substantiate salary disclosures is available in the admissions office/ 176 Wikiup Drive Santa Rosa, Ca/ 707-545-8490.



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

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

Cost of Educational Program

Total charges for the program for students completing on-time in 2018 \$23,000.00
 Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017 \$23,000.00
 Additional charges may be incurred if the program is not completed on-time.

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

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

Federal Student Loan Debt

Calendar Year	Most recent three-year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in receiving federal student loans to pay for this program.	The average amount of federal student loan debt of graduates who took out federal student loans at this institution.	The percentage of graduates in with federal student loans as calculated by the institution.
2017	9.3%	68%	10,555.00	72%
2018	7.8%	61%	10,555.00	22%

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

STUDENT’S RIGHT TO CANCEL AND REFUND POLICY

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. **THE DATE BY WHICH YOU HAVE TO CANCEL IS: February 18, 2020** The College’s Refund Policy is stated below. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The procedures that a student is required to follow to cancel this Agreement or withdraw from the College and obtain a refund are stated below.

REFUND POLICY: The College complies with the following California State-mandated refund policy. This refund policy is applied to all terminations for any reason, by either party, including student decision, course or program cancellation, or College closure. All refunds will be calculated based on the student’s last day of attendance. Any monies due shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a) An applicant is not accepted by the College. The applicant shall be entitled to a refund of all monies paid.
- b) A student can cancel the enrollment agreement anytime on or before the seventh day following the first day of regularly scheduled instruction. In this case he/she shall be entitled to a refund of all monies paid to the College less the \$100 enrollment deposit.
- c) A student notifies the College of his/her withdrawal in writing.
- d) A student is terminated from the College.
- e) A student on an approved Leave of Absence notifies the College 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 notified the College that he/she will not be returning.
- f) For official cancellation (paragraph b) and official withdrawals, the cancellation/withdrawal date will be determined by the postmark on the written notification, or the date said information is delivered to the College in person. The written notification need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

For students who enroll and begin classes but withdraw prior to program completion (after the seventh day following the first day of regularly scheduled instruction), the following schedule of tuition earned by the College applied. You have the right to



withdraw (in writing) at any time. All refunds are based on scheduled hours.

Percent of Scheduled Time Enrolled to Total Program	Total Tuition College Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. Unofficial withdrawals are monitored weekly and a determination is made to withdraw a student who has been absent for fourteen (14) consecutive calendar days. 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 will be made.

Equipment Policy: Monies paid for equipment and books is non-refundable unless a student cancels his/her enrollment or withdraws and returns the equipment and/or books within thirty (30) days from their last day of attendance and the items are **unopened and unused**.

If permanently closed or no longer offering instruction after a student has enrolled, the College will provide a pro rata refund of tuition to the student; OR provide Program completion through a pre-arranged Teach-Out Agreement with another institution.

If the Program is cancelled subsequent to a student's enrollment, the College will either provide a full refund of all monies paid or completion of the program at a later time. If the Program is cancelled after students have enrolled and instruction has begun, the College 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 program; OR participate in a Teach-Out Agreement; OR provide a full refund of monies paid.

RETURN OF TITLE IV FUNDS: The College participates in federal financial aid. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the 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 College.

In compliance with Federal regulations, the College will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or student. The federal formula is applicable to an eligible student receiving federal aid when that



Lytle's Redwood Empire Beauty College, Inc.

186 Wikiup Drive, Santa Rosa, CA 95403

Phone: 707 545-8490 • Fax: 707 545-7258

Website: www.lytlesrebc.edu

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 Federal Government and, in some cases, to the College. Refunds are made within forty-five (45) days of the termination or withdrawal.

Withdrawal Before 60%

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of 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 withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned, the College will determine the 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. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are refunded 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) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The College will notify the student 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 College 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 College 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.

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 College will notify the



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student as to the amount owed and how and where it should be returned.



**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2017 & 2018**

Esthetician - 600 hours

On-Time Completion (Graduation Rates)

Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On- Time Graduates	On-Time Completion Rate
2017	43	44	44	100%
2018	47	42	42	100%

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 Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2017	43	44	43	32	74%
2018	47	42	42	33	78%

You may obtain from the institutions student catalog on the website, a list of the employment positions determined to be in the field for which a student received education and training.

http://www.lytlesrebc.edu/wp-content/uploads/2019/06/student_catalog_2019_rev_5312019.pdf



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
2017	10	8	32
2018	4	6	33

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
2017	15	0	32
2018	12	0	33

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2017	3	32
2018	5	33

Institutional Employment

Calendar Year	Graduates Employed in the Field 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
2017	0	32
2018	0	33

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
2017	44	43	42	1	97%
2018	42	42	42	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 42 graduates.

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	\$15,001	\$20,001	\$25,001	\$30,001	\$35,001	\$40,001	No Salary Information Reported
			- \$20,000	- \$25,000	- \$30,000	- \$35,000	- \$40,000	- \$45,000	
2017	43	32	5	1	5	1	0	2	18
2018	42	33	1	2	1	0	0	0	29

Upon request a list of sources used to substantiate salary disclosures is available in the admissions office/ 176 Wikiup Drive Santa Rosa, Ca/ 707-545-8490.



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

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

Cost of Educational Program

Total charges for the program for students completing on-time in 2018 \$11,400.00 additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2017 \$11,400.00 additional charges may be incurred if the program is not completed on-time.

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

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

Federal Student Loan Debt

Calendar Year	Most recent three year cohort default rate, as reported by the United State Department of Education. ¹	The percentage of enrolled students in 2018 receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 2018 graduates who took out federal student loans at this institution.	The percentage of graduates in 2018 with federal student loans as calculated by the institution.
2017	9.3%	68%	3666.00	76%
2018	7.6%	38%	3666.00	20%

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

STUDENT’S RIGHT TO CANCEL

STUDENT’S RIGHT TO CANCEL AND REFUND POLICY

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. THE DATE BY WHICH YOU HAVE TO CANCEL IS: **March 3, 2020** The College’s Refund Policy is stated below. If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. The procedures that a student is required to follow to cancel this Agreement or withdraw from the College and obtain a refund are stated below.

REFUND POLICY: The College complies with the following California State-mandated refund policy. This refund policy is applied to all terminations for any reason, by either party, including student decision, course or program cancellation, or College closure. All refunds will be calculated based on the student’s last day of attendance. Any monies due shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- a) An applicant is not accepted by the College. The applicant shall be entitled to a refund of all monies paid.
- b) A student can cancel the enrollment agreement anytime on or before the seventh day following the first day of regularly scheduled instruction. In this case he/she shall be entitled to a refund of all monies paid to the College less the \$100 enrollment deposit.
- c) A student notifies the College of his/her withdrawal in writing.
- d) A student is terminated from the College.
- e) A student on an approved Leave of Absence notifies the College 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 notified the College that he/she will not be returning.
- f) For official cancellation (paragraph b) and official withdrawals, the cancellation/withdrawal date will be determined by the postmark on the written notification, or the date said information is delivered to the College in person. The written notification need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

For students who enroll and begin classes but withdraw prior to program completion (after the seventh day following the first



day of regularly scheduled instruction), the following schedule of tuition earned by the College applied. You have the right to withdraw (in writing) at any time. All refunds are based on scheduled hours.

Percent of Scheduled Time Enrolled to Total Program	Total Tuition College Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. Unofficial withdrawals are monitored weekly and a determination is made to withdraw a student who has been absent for fourteen (14) consecutive calendar days. 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 will be made.

Equipment Policy: Monies paid for equipment and books is non-refundable unless a student cancels his/her enrollment or withdraws and returns the equipment and/or books within thirty (30) days from their last day of attendance and the items are **unopened and unused**.

If permanently closed or no longer offering instruction after a student has enrolled, the College will provide a pro rata refund of tuition to the student; OR provide Program completion through a pre-arranged Teach-Out Agreement with another institution.

If the Program is cancelled subsequent to a student's enrollment, the College will either provide a full refund of all monies paid or completion of the program at a later time. If the Program is cancelled after students have enrolled and instruction has begun, the College 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 program; OR participate in a Teach-Out Agreement; OR provide a full refund of monies paid.

RETURN OF TITLE IV FUNDS: The College participates in federal financial aid. Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds, and if those students have received federal student financial aid funds, they are entitled to a refund of the monies not paid to the federal student financial aid program fund. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the 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 College.

In compliance with Federal regulations, the College will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from the College. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending



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Phone: 707 545-8490 • Fax: 707 545-7258

Website: www.lytlesrebc.edu

institution 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 Federal Government and, in some cases, to the College. Refunds are made within forty-five (45) days of the termination or withdrawal.

Withdrawal Before 60%

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of 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 withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate the Institutional Refund and R2T4 for financial aid recipients.

To calculate the amount earned, the College will determine the 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. If a refund results from this calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are refunded 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) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The College will notify the student 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 College 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 College 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.

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



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must return any amount of the overpayment that is more than half of the grant funds received. The College will notify the student as to the amount owed and how and where it should be returned.