



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 2018 & 2019

Cosmetology Program 1600 hours

On-Time Completion Rates (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
2018	45	45	18	40%
2019	48	48	17	35%

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 Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	45	45	37	82%
2019	48	48	41	85%

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 Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	45	37	35	27	77%
2019	48	41	41	31	76%

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
2018	5	7	27
2019	12	15	31

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
2018	27	0	27
2019	31	0	31

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	27
2019	0	31

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
2018	0	27
2019	0	31

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

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If the majority of graduates from this program obtain jobs in self-employment or freelance work add:

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
2018	37	39	30	9	77%
2019	41	36	26	10	72%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # 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	\$5,001	\$10,001	\$15,001	\$20,001	\$25,001	\$30,001	No Salary Information Report
			- \$10,000	- \$15,000	- \$20,000	- \$25,000	- \$30,000	- \$35,000	
2018	35	27	0	5	9	0	1	0	12
2019	41	31	2	3	9	11	0	1	5

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

<https://bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> or visit

<http://www.labormaketinfo.edd.ca/gov/aspdotnet/SupportPage/AlloESWage.aspx>

Student's Initials: _____ Date: _____

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Cost of Educational Program

Total charges for the program for students completing on time in 2018: \$12,325.

Total charges may be higher for student that do not completed on time.

Total charges for the program for students completing on time in 2019: \$12,375

Total charges may be higher for student that do 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

MY-LE'S BEAUTY COLLEGE is eligible, but chooses not to participate in federal student aid programs. Therefore, students who attend this institution do not have federal student loans.

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 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, 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 the 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. All monies paid including registration fee will be refunded if requested within seven days after signing an enrollment agreement and making an initial payment. Refund Payment will be refunded within 30 days of receiving notification. Written notification of withdrawal from the student is not required for refund payment.

Cancellation Procedure

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. The written notice of cancellation need not take any particular form and however expressed, it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You can use any written notice that you may wish.

Equipment Policy

Supplies are refundable if cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later and is non refundable after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day.

Withdrawal from course

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day. 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 not to exceed \$100.00 and all supplies if applicable within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. If student complete 60% or less of the program, 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 the hours of instruction for which you have paid. For student completed more than 60% of the program, the institution will retain 100% of tuition. To determine the percentage completed, the total number of scheduled hours through the student last date of attendance divided by the total hours in the program. 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 first page of enrollment agreement. **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 program. Assume that a student, upon enrollment in a

1600 hours of the program, pays \$9,600 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 500 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$6,600.00 based on the calculation stated below.

Hourly Cost of Tuition	Hours of Tuition Paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation: Total paid
\$ 9,600.00	\$ 9,600.00	1600	500	1100	\$ 10,275.00
1600	6	(500)	X 6	X 6	Less:
=	=	=	=	=	Adm. Fee
\$ 6	1600	1,100	\$ 3,000.00	\$ 6,600.00	Equipment
					Tuition
					Total refund
					\$ 6,600.00

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.

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.

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 14 days. 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.

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

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



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SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

Manicuring Program 400 hours

On-Time Completion Rates (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
2018	299	299	128	43%
2019	350	350	155	44%

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 Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2018	299	299	282	94%
2019	350	350	329	94%

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
2018	299	282	274	214	78%
2019	350	330	322	251	78%

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
2018	32	88	214
2019	161	81	251

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
2018	214	0	214
2019	251	0	251

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	214
2019	0	251

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
2018	0	214
2019	0	251

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

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

If the majority of graduates from this program obtain jobs in self-employment or freelance work add:

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
2018	282	221	159	62	72%
2019	330	348	253	95	73%

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

Student's Initials: _____ Date: _____

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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	\$10,001	\$15,001	\$20,001	\$25,001	\$30,001	No Salary Information Report
			- \$10,000	- \$15,000	- \$20,000	- \$25,000	- \$30,000	- \$35,000	
2018	274	214	2	12	48	35	8	3	106
2019	322	251	2	25	81	69	22	7	45

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

<https://bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> or visit

<http://www.labormaketinfo.edd.ca/gov/aspdotnet/SupportPage/AlloESWage.aspx>

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: \$1,830

Total charges may be higher for student that do not completed on time.

Total charges for the program for students completing on time in 2019: \$1,980.

Total charges may be higher for student that do not completed on time.

Student's Initials: _____ Date: _____

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Federal Student Loan Debt

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

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Student Name - Print

Student Signature

Date

School Official

Date

Definitions

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- “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 the 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. All monies paid including registration fee will be refunded if requested within seven days after signing an enrollment agreement and making an initial payment. Refund Payment will be refunded within 30 days of receiving notification. Written notification of withdrawal from the student is not required for refund payment.

Cancellation Procedure

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. The written notice of cancellation need not take any particular form and however expressed, it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement. You can use any written notice that you may wish.

Equipment Policy

Supplies are refundable if cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later and is non refundable after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day.

Withdrawal from course

You have the right to withdraw from a program of instruction at any time. If you withdraw from the program of instruction after the period allowed for cancellation of the Enrollment Agreement, which is until midnight of the seventh calendar day. 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 not to exceed \$100.00 and all supplies if applicable within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. If student complete 60% or less of the program, 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 the hours of instruction for which you have paid. For student completed more than 60% of the program, the institution will retain 100% of tuition. To determine the percentage completed, the total number of scheduled hours through the student last date of attendance divided by the total hours in the program. 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 first page of enrollment agreement. **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 program. Assume that a student, upon enrollment in a

1600 hours of the program, pays \$9,600 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 500 hours without returning (due to sanitary reasons) the equipment he/she obtained. The prorata refund to the student would be \$6,600.00 based on the calculation stated below.

Hourly Cost of Tuition	Hours of Tuition Paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation: Total paid	
\$ 9,600.00	\$ 9,600.00	1600	500	1100	Less:	\$ 10,275.00
1600	6	(500)	X 6	X 6	Adm. Fee	100.00
=	=	=	=	=	Equipment	575.00
\$ 6	1600	1,100	\$ 3,000.00	\$ 6,600.00	Tuition	<u>3,000.00</u>
					Total refund	\$ 6,600.00

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.

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.

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 14 days. 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.

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

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