

# Allstate Hairstyling and Barber College

## Refund Policy

### Minimum Cancellation and Settlement Policy

**Refund Policy:** An applicant not accepted by the school shall be entitled to a refund of all monies paid, and if the student is not accepted for enrollment, the school will refund any monies that have been collected apart from a \$25 non-refundable application fee.

If a student (or in the case of a student under legal age, his/her parent or guardian) cancels enrollment and demands his/her money back in writing within three (3) business days of the signing of the enrollment agreement or contract, all monies collected by the school shall be refunded except for the \$25 non-refundable application fee. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administration/owner in person. This policy applies whether or not the student has actually started training. This policy also applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

If a student cancels his/her enrollment agreement beyond three (3) business days after signing of a contract, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less an application fee of \$25.00 and registration fee of \$140.00 or 15% of course, whichever is less.

An applicant not accepted for training by the school shall be entitled to a refund of all monies paid except for the \$25 non-refundable application fee.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the minimum standards for refunds:

Percentage of Enrollment Time to Total Time of Course	Amount of Tuition Owed the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% or more	100%

The school has discretion to exceed the Minimum Tuition Adjustment Schedule should mitigating circumstances be evident. Enrollment time is defined as the time elapsed between the actual starting time and the student's last day of physical attendance in the school. Refund calculations are based on actual hours earned. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student in writing or formal termination shall occur no more than 30 days from the last day of physical attendance. For a student who withdraws from the institution, any monies due shall be refunded within thirty (30) days of a determination that a student has withdrawn, whether officially or unofficially. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. The refund is calculated based on the student's last date of attendance. For a student who is on an approved leave of absence and notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

Should the school permanently close and no longer offer instruction in a course/program after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition to transfer to another school based on the hours accepted by the receiving school. Should a course be cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the student is entitled to a 100% refund of tuition.

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must assist with making arrangements for the students. In addition, the school will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

The school will maintain evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

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Should a student withdraw, or be withdrawn from school, and request reentry at a later date, the following procedure applies: if the student returns to school within 6 months, the original contract tuition amount applies; If the student returns to school after 6 months, the new tuition amount will apply, if applicable; in either case, the student will be charged per hour, for the remaining number of hours they must earn; and, a \$100.00 restart fee will also be charged, or 15% of the remaining course, whichever is less.

The student must process through the Business Office. Earned hours are only good five years following the student's first date of attendance in any school.