



## **INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICY**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or Institution closure.

### **CREDIT BALANCES:**

- a. Institutional credit balances-Any monies due the applicant or students shall be refunded within 45 days of official written cancellation or withdrawal.
- b. Title IV credit balances- Any monies received by the student that exceed the cost of tuition are required to be paid out 14 days from the day the Title IV credit balance was created.
  - a. Example: Student charges for the payment period are \$1500 and the student is receiving \$2000 in Pell or Loans. The \$500 credit balance would be required to be paid out 14 days from the day the Title IV credit balance was created. If the student had tuition due of \$2000, Paid \$500 out-of-pocket and received \$2000 in Pell or loans, this would not be considered Title IV credit and would be subject to Institutional Refund policy of 45 days.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the Institution. The applicant shall be entitled to a refund of all monies paid less non-refundable application fee (\$100).
2. "Right to Cancel": A student (or in the case of a student under legal age, his/her parent or guardian) gives a written Notice of Cancellation through attendance at the first-class session, or the seventh business day after enrollment, whichever is later. In this case all monies collected by the Institution shall be refunded, regardless of whether the student has actually started classes less non-refundable application fee (\$100). If the student has received federal student financial aids funds, the student is entitled to a refund of moneys not paid from federal aid program funds.
3. "Right to Cancel": A student cancels his/her enrollment after seven (7) business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the Institution less the non-refundable application fee in the amount of \$100 and less Books/ Kits/Fees. If the student has received federal student financial aids funds, the student is entitled to a refund of moneys not paid from federal aid program funds.
4. A student on an approved Leave of Absence (LOA) notifies the Institution that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Any refund is calculated from the last date of attendance.
5. A student is expelled by the Institution. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
6. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the Institution administrator or owner in person.



For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the Institution applies:

(this policy is in accordance with NACCAS refund policy-<http://naccas.org/naccas/Policies>)

**Student who has completed 60 % OR less of the program will receive a pro rata refund. There will be no refund if student has completed more than 60% of the period of attendance of the program, the Institution then retains 100% of all charges. All refunds are pro-rata based on scheduled hours. The refund is calculated based on the last day of attendance.**

Example:

**Amount of refund to Students after the 100 percent refund cancellation period has passed.**

For the example purpose, assuming a student has completed 300 hours of barbering 1500 hours program.

Barbering 1500 Hours Program: Tuition (refundable) \$10,500 and Books/ Student Kit/Tax (non-refundable) \$1,874.79 and Application Fee (non-refundable) \$100.00

SCHEDULE OF TOTAL CHARGES FOR BARBERING COURSE FOR A PERIOD OF ATTENDANCE \$12,464.79

ESTIMATED SCHEDULE OF TOTAL CHARGES OF BARBERING PROGRAM \$12,464.79

Hourly charges for instruction is derived as follows:

Divide tuition \$10,500 by 1500 Hours = \$7.00 is the hourly charge for instruction.

The amount of monies owed by the student for tuition:

Multiply 300 hours of scheduled hours TIMES \$7.00 (hourly charge for instruction) = \$2,100

Total amount of refund is calculated as follows:

\$12,464.79 (Total Charges) - \$100 (non-refundable application Fee) – \$ 1,874.79 (non-refundable Books/ Kit/Tax) - \$2,100 (amount owed by Student for tuition cost for 300 clock hours) = \$8,390 is the refund amount owed to the student.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned Institution property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

If a course and/or program is canceled subsequent to a student's enrollment and before instruction in the course and /or program has begun, the Institution shall at its option: Provide completion of the course and or program; or provide a full refund of all monies paid. If the Institution cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun,



the Institution shall at its option: Provide a pro-rata refund for all student transferring to another Institution based on hours accepted by the receiving Institution; or provide completion of the course and /or program; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid. If the Institution closes permanently and ceases to offer instructions after students have enrolled and instruction has begun, the Institution must make arrangements for students, the Institution shall at its option provide a pro-rata refund or participate in a Teach-Out Agreement.

### **ITEMS RETURN POLICY**

Student cancels his/her enrollment after (7) seven business days of signing the contract, the student is financially responsible for all non-refundable charges incurred at the institution (textbooks/kits/taxes/fees). Student may be sent to collections for non-payment. Items from kit may be placed in "Back Order Status Item" by kit supplier and delivered to student after the start of class. "Back Order Status Item" is not refundable, however the item cost may be rectified after 30 days if not received by the student. Books/Kits may not available for the first (2) two weeks of class, or later if book/kit payment have not been made in full. The kits are non-refundable, non-returnable due to sanitary considerations if items have been accepted and taken home or class by the student. Books are non-refundable. Per return policy, a \$50 (\$20 for workbook) will be allocated to a student who returns a book within 20 days of the withdrawal date. Book or Workbook can be returned if in good condition (No folded pages, no writing, no highlighting, and no damages to cover and pages). Victory Career College does not have a bookstore.

### **OFFICIAL WITHDRAWALS**

A Student may cancel this agreement anytime by notifying the Institution in writing. A "NOTICE OF CANCELLATION" can be obtained from the Institution. Student may e-mail or mail or deliver a signed and dated NOTICE OF CANCELLATION to the Office of the Institution at the following address:

VICTORY CAREER COLLEGE 19401 S. Vermont Ave Suite G 100 Torrance, CA 90502

### **UNOFFICIAL WITHDRAWALS**

Unofficial Withdrawal: Any student absent more than 14 consecutive calendar days will be terminated on the 14th day.