Paul Mitchell The School Chicago

INSTITUTIONAL REFUND POLICY

- All student refunds shall be made by the school 45 calendar days after the date of notice of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn:
  - An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school.
  - When notice of cancellation is given within five (5) days after the date of enrollment, all application and registration fees, tuition and any other charges shall be refunded to the student.
  - When notice of cancellation is given after the fifth (5th) day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application fee and registration fee, not to exceed $100, plus the cost of any books or materials which have been provided by the school and retained by the student.
  - When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course instruction, the school may retain the application and registration fee and an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, plus the cost of any books or materials that have been provided by the school.
  - When a student has completed 5% or more of the course of instruction, the school may retain the application fee, not to exceed $25 and the cost of any books and materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the schedule of tuition adjustment.
  - A student expelled by the institution shall receive a refund based on the chart. (refer to chart below)
  - For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
- Any monies due to a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 15 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
- When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment agreement.
- If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student.
- If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student.
- A student's account may be sent to collections for nonpayment.

- If the school closes permanently and no longer offers instruction after a student has enrolled, each student shall be given a refund equal to or greater than the percentage of time remaining to complete the course of instruction.
- A student on a leave of absence, 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 school that the student will not be returning.

The following refund table distribution is used for all students due a refund. Upon withdrawal, drop, or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
0.01% - 5%	10% of tuition or $300 (whichever is less)

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to the School
5.01% - 100%	% of hours scheduled

A school may make refunds which exceeds those required by section 225 ILCS 410/3B-13 of the Illinois Compiled Statutes.