Paul Mitchell The School Milwaukee

INSTITUTIONAL REFUND POLICY

This policy applies to all terminations for any reason, by either party, including Student decision, course or Program cancellation, or School closure.

- An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school minus the application fee.
- A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/ her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement. In this case all monies collected by the school shall be refunded. This policy applies regardless of whether or not the student has actually started training.
- A student who cancels his/her contract after three business days of signing the contract but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less an application fee of $10.00.
- A student notifies the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the school that he/she will not be returning. That 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.
- A student is expelled by the institution.
- For official cancellations as defined in 2, 3, 4, or 5, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school director/ owner in person.
- Any monies due a student who officially withdraws from the institution shall be refunded within 30 days of official cancellation or withdrawal or by a determination by the institution that the student has withdrawn without notifying the institution.
- Unofficial withdrawals are monitored at a minimum monthly and a determination is made to withdraw a student who has been absent from school for 14 consecutive days. The point of withdrawal will be the last date of attendance.
- When situations of mitigating circumstances are in evidence such as serious illness or a disabling accident or death in the immediate family, the school will make a settlement, which is reasonable and fair to both parties.
- All extra costs, such as books, equipment, graduation fees, application/evaluation fee, rentals and other such charges are not considered in the tuition adjust computation if the charges are itemized separately in the enrollment agreement. Monies paid for supplies and equipment are non-refundable after three days of signing the enrollment agreement. Unused equipment may be returned for a full refund.
- 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 institution.
- If a course is canceled subsequent to a student’s enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
- If the school closes permanently and no longer offers instruction after a student enrolled, the school will provide a pro rata refund of tuition to the student.

- The school shall provide a full refund of all monies paid (less a non-refundable application fee of no more than $10) if either (I) the student was accepted for enrollment but was unqualified for entrance or (ii) the student's enrollment was procured as the result of any written or oral misrepresentation made by the school or its agents.
- A student on a leave of absence 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% - 100%	% of hours scheduled