Paul Mitchell The School Raleigh

CALCULATING VA PRO RATA REFUNDS

(SEE NOTES 1 & 2)

SCHOOL_____ PROGRAM_____

STUDENT_____ FILE # _____

The following should be taken from the official school attendance record:

1. ***TOTAL PROGRAM HOURS _____*** *(must match the approved catalog)*
2. ***TOTAL HOURS ATTENDED _____*** *(must be the actual hours attended, not scheduled hours)*

Divide the hours attended by the total hours in the program to get the applicable pro rata percentage (See Note 1):

*(_____)_**Total hours attended (B)**_ = (C) _____*
(_____) Total program hours (A)

Example: 1528 hour barber program; student attended 323 hours. 323 ÷ 1528 = 0.21; pro rata percentage is 21%

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Item	Dollar Amount
1. Total tuition charged to the student	1. $_____
2. Total charges for fees for books, supplies, etc. *(must be identified in the approved catalog and documented on the ledger)* Books_____ Laboratory Fee_____ Supplies_____ Registration_____ Miscellaneous_____	2. $_____
3. Total of lines 1 and 2	3. $_____
4. If registration fee is *less than $10.00*, enter that amount here If registration fee is *more than $10.00*, enter $10.00 here	4. $_____
5. Total amount paid by the student and VA	5. $_____
6. Subtract line 4 from line 5	6. $_____
7. Amount in line 5 that covers books, supplies and miscellaneous consumable items *issued* to the student *and* non-returnable	7. $_____
8. Subtract line 7 from line 6	8. $_____
9. Write the number from C *(calculated in the block above)*	9. $_____
10. Multiply line 8 times line 9	10. $_____
11. Add lines 10, 7, and 4 (amount to be retained by the school) *(see Note 2)*	11. $_____
12. Refund due to student (subtract line 11 from line 5) *(See Note 1)*	12. $_____

Refund paid within 40 days after last date of attendance ___ YES ___ NO

CHECK NO. or EFT NOTATION _____ CHECK/EFT AMOUNT _____

Note 1: *If the school's refund policy is more favorable to the student, the school's policy will be used.*

Note 2: *This form is optional: The school may charge the student a sum that does not vary more than 10% from the exact pro rata portion of tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.*