Paul Mitchell The School Tinley Park

INSTITUTIONAL REFUND POLICY

For applicants who cancel 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 school closure.

- 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of the student's cancellation or the date that the school determines that the student has officially or unofficially withdrawn: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 the application and registration fee, not to exceed $100.00 and the cost of any books or materials that 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 attendance but prior to the student's completion of 5% of the course instruction, the school may retain the application and registration fee, not to exceed $100, 10% of the tuition, other instructional charges or $300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student
  - When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed $100 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.
  - 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.
- Any monies due 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 kit purchase 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 school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- 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.

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 Program or Course	Amount of Total Tuition Owed to the School
0.01% - 4.9%	10%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

Paul Mitchell The School Tinley Park does not charge an application fee or registration fee.