

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS:2019 & 2020**

**COSMETOLOGY-1600 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2019	32	32	18	56%
2020	22	22	9	41%

Student's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Students Completing Within 150% of the Published Program Length**

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>150% Graduates</b>	<b>150% Completion Rate</b>
2017	38	38	28	74%
2018	28	28	19	68%
2019	32	32	19	59%
2020	22	22	10	45%

Student's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employed in the Field</b>
2019	32	19	18	9	50%
2020	22	10	9	3	33%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training from the School Catalog or Admissions Office.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)****Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per week</b>	<b>Graduates Employed in the Field at Least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2019	3	5	9
2020	2	1	3

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2019	9	0	9
2020	3	0	3

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2019	4	9
2020	3	3

**Institutional Employment**

<b>Calendar Year</b>	<b>Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2019	0	9
2020	0	3

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Graduates</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2019	19	17	13	4	76%
2020	10	9	6	3	67%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$1 -\$5,000</b>	<b>\$5,001 -\$10,000</b>	<b>\$10,001 -\$15,000</b>	<b>\$15,001 -\$20,000</b>	<b>\$20,001 -\$25,000</b>	<b>\$25,001 -\$30,000</b>	<b>\$30,001 -\$35,000</b>
2019	18	9	2	0	1	1	2	2	1
2020	9	3	0	0	0	2	0	0	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$35,001 -\$40,000</b>	<b>\$40,001 -\$45,000</b>	<b>\$45,001 -\$50,000</b>	<b>\$50,001 -\$55,000</b>	<b>\$55,001 -\$60,000</b>	<b>\$60,001 -\$65,000</b>	<b>\$65,001 -\$70,000</b>
2019	18	9	0	0	0	0	0	0	0
2020	9	3	1	0	0	0	0	0	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$70,001 -\$75,000</b>	<b>\$75,001 -\$80,000</b>	<b>\$80,001 -\$85,000</b>	<b>\$85,001 -\$90,000</b>	<b>\$90,001 -\$95,000</b>	<b>\$95,001 -\$100,000</b>	<b>\$100,000 over</b>
2019	18	9	0	0	0	0	0	0	0
2020	9	3	0	0	0	0	0	0	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>No Salary Information Reported</b>						
2019	18	9	0						
2020	9	3	0						

A list of sources used to substantiate salary disclosures is available from the school's Placement office

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2019: \$23,000.00. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2020: \$23,000.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

<b>Calendar Year</b>	<b>Most recent three year cohort default rate, as reported by the United State Department of Education<sup>1</sup></b>	<b>The percentage of enrolled students in 2019/2020 receiving federal student loans to pay for this program.</b>	<b>The percentage of graduates in 2019/2020 who took out federal student loans to pay for this program.</b>	<b>The average amount of federal student loan debt of 2019/2020 graduates who took out federal student loans at this institution</b>
2019	16.50	98%	100%	\$14,063.33
2020	12.80	94%	100%	\$11,839.44

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

### **Definitions**

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

# SALON SUCCESS ACADEMY-FONTANA - 192002

16803 ARROW BLVD. FONTANA, CA. 92335

## STUDENT'S RIGHT TO CANCEL

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **CEC 94919. Institution Participating in Federal Student Financial Aid Programs**

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

b) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00 is a non- refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**SCHOOL PERFORMANCE FACT SHEET**

**CALENDAR YEARS:2019 & 2020**

**MANICURING/NAIL CARE-400 Hours**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
2019	7	7	6	86%
2020	10	10	7	70%

Student's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Students Completing Within 150% of the Published Program Length**

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>150% Graduates</b>	<b>150% Completion Rate</b>
2017	0	0	0	0%
2018	0	0	0	0%
2019	7	7	6	86%
2020	10	10	7	70%

Student's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.



**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Number of Graduates</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in the Field</b>	<b>Placement Rate % Employed in the Field</b>
2019	7	6	6	1	17%
2020	10	7	7	4	57%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training from the School Catalog or Admissions Office.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)****Part-Time vs. Full-Time Employment**

<b>Calendar Year</b>	<b>Graduate Employed in the Field 20-29 Hours Per week</b>	<b>Graduates Employed in the Field at Least 30 Hours Per Week</b>	<b>Total Graduates Employed in the Field</b>
2019	1	0	1
2020	2	1	4

**Single Position vs. Concurrent Aggregated Position**

<b>Calendar Year</b>	<b>Graduates Employed in the Field in a Single position</b>	<b>Graduates Employed in the Field in Concurrent Aggregated Positions</b>	<b>Total Graduates Employed in the Field</b>
2019	1	0	1
2020	4	0	4

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2019	1	1
2020	4	4

**Institutional Employment**

<b>Calendar Year</b>	<b>Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2019	0	1
2020	0	4

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Graduates</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2019	6	4	3	0	75%
2020	7	2	2	0	100%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$1 -\$5,000</b>	<b>\$5,001 -\$10,000</b>	<b>\$10,001 -\$15,000</b>	<b>\$15,001 -\$20,000</b>	<b>\$20,001 -\$25,000</b>	<b>\$25,001 -\$30,000</b>	<b>\$30,001 -\$35,000</b>
2019	6	1	0	0	1	0	0	0	0
2020	7	4	1	0	1	0	1	1	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$35,001 -\$40,000</b>	<b>\$40,001 -\$45,000</b>	<b>\$45,001 -\$50,000</b>	<b>\$50,001 -\$55,000</b>	<b>\$55,001 -\$60,000</b>	<b>\$60,001 -\$65,000</b>	<b>\$65,001 -\$70,000</b>
2019	6	1	0	0	0	0	0	0	0
2020	7	4	0	0	0	0	0	0	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$70,001 -\$75,000</b>	<b>\$75,001 -\$80,000</b>	<b>\$80,001 -\$85,000</b>	<b>\$85,001 -\$90,000</b>	<b>\$90,001 -\$95,000</b>	<b>\$95,001 -\$100,000</b>	<b>\$100,000 over</b>
2019	6	1	0	0	0	0	0	0	0
2020	7	4	0	0	0	0	0	0	0
<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>No Salary Information Reported</b>						
2019	6	1	0						
2020	7	4	0						

A list of sources used to substantiate salary disclosures is available from the school's Placement office

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2019: \$4,500.00. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2020: \$4,500.00. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt**

Calendar Year	Most recent three year cohort default rate, as reported by the United State Department of Education <sup>1</sup>	The percentage of enrolled students in 2019/2020 receiving federal student loans to pay for this program.	The percentage of graduates in 2019/2020 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2019/2020 graduates who took out federal student loans at this institution
2019	16.50	0%	0%	\$14,063.33
2020	12.80	0%	0%	\$11,839.44

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

## **SALON SUCCESS ACADEMY-FONTANA - 192002**

16803 ARROW BLVD. FONTANA, CA. 92335

### **Definitions**

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of On-time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- "Graduates Available for Employment" means the number of graduates minus the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

# SALON SUCCESS ACADEMY-FONTANA - 192002

16803 ARROW BLVD. FONTANA, CA. 92335

## STUDENT'S RIGHT TO CANCEL

Cancellation, withdrawal, and refund policies, include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **CEC 94919. Institution Participating in Federal Student Financial Aid Programs**

a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

b) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**

d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**Refund Policy:** After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the period of attendance has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00 is a non-refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the Financial Aid Office of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.