Paul Mitchell The School Albuquerque

INSTITUTIONAL REFUND/DROP POLICY

1. For applicants who cancel enrollment or students who withdraw from enrollment or are terminated, a fair and equitable settlement will apply.
2. Applicants not accepted by the school shall not be refunded all monies paid to the school.
3. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded, with the exception of the non-refundable registration fee even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.
4. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies will be paid by the school. For student's who enroll and begin classes but withdraw or are terminated prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

This schedule is provided by the New Mexico Higher Education Department.

SCHEDULED TIME ENROLLED (HOURS)	PERCENTAGE OWED TO SCHOOL (TUITION)
0.01% to 10%	10%
10% to 25%	50%
25% to 49.9%	75%
50% and over	100%

5. Refunds are calculated based on scheduled hours.
6. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.
7. All extra costs, such as books, equipment, graduation fees, etc. which are not included in the tuition price are stated in the contract and any nonrefundable items are identified. Such costs may be deducted from the contracted program cost prior to applying the tuition adjustment calculation.
8. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation date as defined above.
9. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. Students who withdraw or terminated prior to course completion will be charged a separate cancellation fee of $150.00.
10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. The school does participate in a teach-out plans with other institutions.

If a Title IV financial aid* recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell

Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student within 45 days.

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.