

## **TERMINATION POLICY**

SOHO Hair Academy may terminate a student's enrollment for noncompliance with Academy Policies, the enrollment contract, State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the Academy; willful destruction of school property; and theft or any illegal act. All charges according to the enrollment agreement will be due and payable.

## **REFUND, TERMINATION, TRANSCRIPT FEE POLICIES**

Tuition may be paid at any time before maturity by payment of the unpaid balance, less the unearned charges as of the date of payment. The Refund Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. We value transparency and fairness in all financial matters. Please review the following information carefully:

### **APPLICATION REFUND**

If your application to the school is not accepted, you are entitled to a full refund of all monies paid.

### **CANCELLATION WITHIN THREE BUSINESS DAYS**

If a student (or in case of a minor, his /her parents or guardian) cancels his/her enrollment and requests his/her money back, in writing or in person, within three business days after signing the agreement, all monies collected shall be refunded within 45 business days . The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Academy administrator/owner in person.

### **CANCELLATION AFTER THREE BUSINESS DAYS AND BEFORE CLASSES START**

For cancellations occurring after three business days of signing the agreement but prior to the start of class, all monies collected shall be refunded within 45 days. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Academy administrator/owner in person.

### **KIT AND EQUIPMENT FEES REFUND**

Kit, Equipment, Chromebooks and Textbooks are non-returnable and non-refundable unless the student cancels in writing or in person within three business days of signing the contract or prior to starting classes. No refund will be made after the kit and equipment has been issued unless within three business days after signing the agreement.

### **ENROLLMENT AND TERMINATION DETAILS**

Enrollment time is the period between the actual start date and the student's last day of physical attendance. Formal termination occurs under the following circumstances:

1. When a student informs the institution of their withdrawal.
2. Within 14 days of the institution's determination that the student has withdrawn without notifying them.

3. On the date of expulsion by the institution.
4. If a student on an approved Leave of Absence (LOA) informs the school they won't return, the determination date is either the scheduled LOA return date or the date the student notified the school.

The cancellation date is determined by either the postmark on written notification or the date the information is delivered to the school administrator in person. Official and unofficial withdrawals are identified through clock hour attendance monitoring, and based upon the student's last day of physical attendance, as marked on the time clock. All refunds are calculated based on the hours the student was scheduled to complete by their last day of physical attendance.

#### TERMINATION AND REFUND BASED ON HOURS SCHEDULED TO ATTEND

For students who enroll and commence classes, the following tuition adjustment schedule is applicable whether the student withdraws, is expelled, a program/course is canceled, or due to school closure. Tuition refunds are calculated based on the percentage of hours scheduled to attend compared to the total academic period hours on the length of the billing period. All money owed to the student will be refunded within 45 days of determining the student's withdrawal, whether official or unofficial.

The policy regarding the granting of credit for prior training will not influence the refund policy. The table below outlines the percentage of hours scheduled to complete, the corresponding amount of total tuition owed to the school, and the scheduled hours in the billing period:

<b>Percentage of Hours Scheduled to Complete to Hours in Payment Period</b>	<b>Amount of Total Tuition Owed to the School</b>
0.01% to 4.99%	20%
5% to 9.99%	30%
10% to 14.99%	40%
15% to 24.99%	55%
25% to 49.99%	70%
50% and over	100%

Examples of the aforementioned refund calculations are available and will be provided upon request through the financial office.

Any money due to the applicant/parent shall be refunded within 45 days of official termination or cancellation by the student or formal termination by the Academy, which shall occur no more than 14 days from the last date of attendance (or in case of a leave of absence, the documented date of return).

If a student terminates from a program due to the student's physical incapacity or due to the transfer of the student's spouse's employment to another city, the Academy shall provide the terminating student a refund of tuition charges in an amount that equals the amount of tuition

charged to the student multiplied by the ratio of the remaining number of scheduled clock hours in the academic period to the total number of scheduled clock hours in the academic period.

If a student chooses to transfer to another educational institution during the scheduled course the student will be charged a \$25.00 transcript fee for each official transcript requested. SOHO Hair Academy reserves the right to deny the release of grade and hour transcripts for any student who has not paid all charges due to the institution.

## **PERMANENT SCHOOL CLOSURE**

If the school is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide completion of the course and/or program; or participate in a Teach-Out Agreement.