

# Indiana - Refunds, Cancellations & Graduation Requirements

If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

## Six-Business Day Cancellation

If a student for any reason is unable to enter the course, all monies paid will be refunded if requested within six (6) business days after signing an enrollment agreement and making an initial payment.

## Misrepresentation

A student is entitled to a refund of all monies paid if the student's enrollment was procured as a result of misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

## Refunds for Students Who Enrolled Prior to Institution Visit

Students who have not visited the institution prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits and orientation sessions.

## Refunds for Students Who Withdraw After Instruction Begins

The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

The official date of termination or withdrawal of a student shall be determined in the following manner:

- 1) The official date of withdrawal of a student shall be determined by the date the student contacts the institution and completes the Withdraw Request Form.
- 2) The date on which the student is terminated for a violation of a published school policy which provides for termination.

All refunds will be issued within 30 days of withdrawal or termination.

Student Protection Fund: IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office of Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

### Example of \$2,599 Refund Table

**(\$2,274.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,599.00)**

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (If paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$227.40+\$100+\$225=\$552.40	\$2046.60	Amt Pd minus \$552.40
2	75%	\$568.50+\$100+\$225=\$893.50	\$1705.50	Amt Pd minus \$893.50
3-4	50%	\$1137.00+\$100+\$225=\$1462.00	\$1137.00	Amt Pd minus \$1462.00
5-6	40%	\$1364.40+\$100+\$225=\$1689.40	\$909.60	Amt Pd minus \$1689.40
Over 6	0%	\$2599	\$0	\$0

**Example of \$2,799 Refund Table****(\$2,474.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$2,799.00)**

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (if paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$247.40+\$100+\$225=\$572.40	\$2226.60	Amt Pd minus \$572.40
2	75%	\$699.75+\$100+\$225=\$1024.75	\$1774.25	Amt Pd minus \$1024.75
3-4	50%	\$1237.00+\$100+\$225=\$1562.00	\$1237.00	Amt Pd minus \$1562.00
5-6	40%	\$1484.40+\$100+\$225=\$1809.40	\$989.60	Amt Pd minus \$1809.40
Over 6	0%	\$2799	\$0	\$0

**Example of \$3,199 Refund Table****(\$2,874.00 Tuition + \$225.00 Book Fee + \$100 Registration Fee = \$3,199.00)**

Weeks Enrolled	% Refund	Amount Institution Retains – Amount Student owes if not paid in full	Refund (if paid in full)	Amount of Refund (if not paid in full) *Amt pd minus amt retained
1	90%	\$287.40+\$100+\$225=\$612.40	\$2586.60	Amt Pd minus \$612.40
2	75%	\$718.50+\$100+\$225=\$1043.50	\$2155.50	Amt Pd minus \$1043.50
3-4	50%	\$1437.00+\$100+\$225=\$1762.00	\$1437.00	Amt Pd minus \$1762.00
5-6	40%	\$1724.40+\$100+\$225=\$2049.40	\$1149.60	Amt Pd minus \$2049.40
Over 6	0%	\$3199	\$0	\$0

Those wishing to withdraw for illness may resume their course of study in the next class series with no penalty. They may repeat the already completed sessions, if desired, at no additional charge with proper documentation of illness and approval. All other withdrawal reasons must be submitted through an approval process. Once approved, the student may then be transferred to the next class series with no penalty. If a student wishes to withdraw and not return to the course, he/she must first contact and inform their Regional Dean at 1.844.727.3755 and complete a Withdraw Request form. He/she will then be dropped from the course and the refund policy will be enforced.

**Textbook Rental Policy:** Each student will be assigned a textbook on the first day of class. This book is rented and MUST be returned by the final day of class in the same condition as it was received. If a student withdraws or transfers from the course, they are responsible for returning their book. A refund/withdraw/transfer will NOT be processed until the textbook is returned. If a student does not return their book OR the book is returned damaged, a charge of \$125.00 will be added to their financial account. This charge will be assessed if the book is not returned within ten (10) days of the withdrawal date, transfer date, or end of class. Each instructor is responsible for making sure each student returns their textbook in the same condition in which it was received and for reporting this information to their ADAA Regional Dean.

A graduation certificate will only be awarded to those students completing the program with a 70% or above grade average. Those students whose grade average is below 70% or students who have missed more than 3 classes will not receive a certificate but will be allowed to retake the entire course (if desired) at a reduced fee of \$1500.