



REFUND POLICY

Purpose:

In order to facilitate the refund policy in a consistent and fair manner, it is necessary to have a written policy in place.

Policy:

Refunds will be administered as written in following procedure:

Procedure:

1. The refund policy is published in the school catalogue and enrollment contract
2. The refund policy is administered uniformly
3. Refunds are made when due. Student does not have to request the refund
4. When Federal Funds are involved prior to school refund policy a Return to Title IV (R2T4) is completed and the calculated refund is returned to the proper agency.
5. Refunds when due shall be made within 45 days from day of determination.
6. Refunds are made when due from the date the institution terminates the student or the institution determines withdrawal by the student. All refunds shall be calculated on the student's last day of attendance.
7. The institution cannot retain more than \$100 of tuition and fees collected in advance from a student who does not commence class
8. Compass Career College must meet the minimum requirements set by the Louisiana Board of Regents and approval from the Council on Occupational Education.
9. The following internal refund policy has been approved and is followed by CCC:

Refund policy for programs obligating students for periods of twelve months or less

- (1) During the first two weeks of classes, the institution shall refund 100% of the tuition, less all items issued not returned, thereafter;
- (2) During the third week of classes, the institution shall refund at least 90% of the tuition, less the registration fee, thereafter;
- (3) During the next three weeks of classes, the institution shall refund at least 75% of the tuition, less the registration fee, thereafter;
- (4) During the first 25% of the course, the institution shall refund at least 55% of the tuition, less the registration fee, thereafter;
- (5) During the second 25% of the course, the institution shall refund at least 30% of the tuition, less the registration fee, thereafter;
- (6) During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of the course completion are to be computed on the basis of clock hour. For programs longer than one year (12 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
- (7) If the calculation below results in an amount greater than zero owed to the institution, Compass Career College will write-off the amount due as an uncollectable receivable. This will not negatively affect the student's credit rating, and will allow the student to re-enroll at a later date. Any student wishing to re-enroll must complete the entire admissions process (including a new application, enrollment agreement and \$100 registration fee).
- (8) Extra expenses: Medical Dictionary, uniforms, equipment and supplies issued to the student and used during training are non-returnable and non-refundable in the event of early termination.