

Shear Finesse Hairstyling Academy Official Withdrawal Policy

1. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If a 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 even if the student has begun class.
2. The "formal cancellation date" will be determined by the post mark on the written notification; the date said notification is delivered to the school in person, or the date of withdrawal or termination by the school.
3. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, will result in a refund of all monies paid, with the exception of the \$150.00 registration fee
4. Students not returning from an approved leave of absence will be withdrawn from the program and the official withdrawal date will be the earlier of the documented date of return or the date the student notifies the institution he/she will not be returning. This policy also applies to expelled students. (Unofficial withdrawals will be determined by the school by monitoring attendance at least every 30 days and the date of termination will be the date the student last attended class.)
5. For students who enroll and begin classes but withdraw officially or unofficially prior to course completion and after three business days of signing the contract, the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

Percentage of Scheduled Time Enrolled to Amount of Total Program	Total Tuition School Shall Receive/Retain
0.1%- 4.9 %.	20 %
5%- 9.9%	30%
10% - 14.9 %	40 %
15%- 24.9 %	45%
25% -49.9 %.	70 %
50% <i>and over</i>	100%

6. All refunds will be calculated based on the students last date of attendance. Any funds due a student shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. 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.
7. 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 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.

8. Books and kits are non-refundable.
9. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
10. If a Title IV financial aid participant withdraws prior to course completion, a calculation Return To Title IV (R2T4) funds will be completed and any applicable returns by the school shall be paid first to unsubsidized Federal Direct Loan Programs; second to subsidized Federal Direct 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. 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. (Additional information regarding R2T4 is provided by the school Financial Aid Office)