

Policy 013a: Refund Policy - Cancellation and Withdrawal - BPPE  
 Policy 013b: Refund Policy - Cancellation and Withdrawal - Title IV

<p><b>Policy Title:</b> Refund, Withdrawal and Cancellation - BPPE</p> <p><b>Department:</b> Registrar, Admissions, Business Office, Academic, Dean of Students, Financial Aid Office</p>	<p><b>Policy Number:</b> 013a</p>
<p><b>Approved By:</b> Financial Aid Administrator</p> <p>BPPE Laws &amp; Regs as of 9-9-13: 94919, 94920, 71750          Reviewed by DOE: 2-25-2014</p>	<p><b>Date Implemented:</b> January 23, 2013</p> <p><b>Date Revised:</b> October 5, 2016  <i>Previous: December 30, 2014</i></p>

**Purpose:**

To ensure there is a fair and equitable refund policy that is consistently administered and complies with statutory, regulatory, and accreditation requirements.

**Scope:**

Registrar, Associate Registrar, Admissions Officer, Academic Dean, Dean of Students, Financial Aid Administrator, Financial Aid staff, and Business Office

**Policy:**

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. Students have the right to cancel their program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and students have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled clock hours in the current payment period of their program, as calculated through their last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Attn: Registrar, Rudolf Steiner College, 9200 Fair Oaks Blvd, Fair Oaks, California, 95628. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

Students may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a

registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student’s withdrawal or as of the date of the student’s withdrawal, whichever is later.
- The institution terminates the student’s enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen (14) days.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of fourteen (14) days.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

For distance education students scheduled days is based on a five-day week, which does not include Sunday, or any defined holiday as stated below.

<b>Section 6700 of the California Government Code Holidays</b>	
See Catalog for Current Calendar Days Observed	Holiday
July	Independence Day
September	Labor Day
September	Admissions Day
September	Native American Day
October	Columbus Day

November	Veterans Day
November	Thanksgiving Day
November	Day after Thanksgiving
December	Christmas
January	New Year's Day
January	Dr. Martin Luther King Jr. Day
February	Lincoln's Birthday
February	Presidents' Day
March	Cesar Chavez Day
May	Memorial Day