

Refund Policy

CANCELLATION PRIOR TO COMMENCEMENT OF CLASSES

1. If the College does not accept the applicant, or cancels the application all funds paid will be refunded.
2. If cancellation is requested in writing by the Student (or parent/guardian, if Student is a minor) prior to midnight of the third business day (excluding Saturdays, Sundays and business holidays), after signing the application, all funds paid will be refunded.
3. Students who have not visited the College prior to application will have the opportunity to withdraw without penalty, and have all monies refunded within three days following a tour of the College facilities which would occur on or before the first day of class.
4. Any monies paid by the applicant are refunded to the applicant in the event the College discontinues a program of training during a period of time within which a Student could have reasonably completed the program. This provision shall not apply in the event the College ceases operation.
5. The College's policy regarding postponement of starting date and effect on Student's rights to a refund:
 - Whether the postponement is for the convenience to the College or the Student and,
 - A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the Student fails to attend by the new start date set forth in the agreement, the Student will be entered to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.

6. Any monies due the applicant shall be refunded within 30 days from cancellation or failure to appear on or before the **TERMINATION OR WITHDRAWAL AFTER COMMENCEMENT OF CLASSES**

A Student may withdraw in person or in writing. Students who discontinue training for any reason are required to have an exit interview with Student Services and Financial Aid. The State Refund Policy is used to determine the amount of tuition to be refunded to Student who withdraws or is terminated after the first day of class. Refunds are computed from the first day of entrance (commencement of training) to the last day of actual attendance as determined by official attendance records. Refunds will be calculated by determination of the last day of attendance or withdrawal. Examples of refund calculators are available upon request from the Business Office at the College.

FEDERAL RETURN OF TITLE IV FUNDS POLICY- TITLE IV STUDENTS ONLY

Students who withdraw from or are terminated by the College prior to completing 60% of a payment period will have their eligibility for and re-calculated based on the percent of the payment period completed. For example, a Student who withdraws completing 30% of the payment period will have "earned" only 30% of any Title IV Aid received for that payment period. The College and/or Student must return the remaining 70% to the proper aid programs.

The policy shall apply to all Students who withdraw, drop out, or are terminated from IntelliTec College, and receive financial aid from Title IV Funds. The term "Title IV Funds" include: Federal Pell Grants, ACG, FSEOG Grants, Perkins Loans and Direct Student Loan Programs.

Title IV Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of the payment period. Title IV Aid is viewed as 100% earned after this point

A. The percentage of Title IV Aid earned will be calculated as follows:

Number of calendar days completed in the payment period = % of payment period completed

Total calendar days in the payment period

B. The percentage of Title IV Aid unearned (i.e. to be returned to the appropriate programs) is equal to 100% minus the percent earned.

C. The Student will owe the College any additional charged amount as unpaid Institutional charges.

D. All refunds will be made within 45 days from date of determination.

STATE REFUND POLICY-STATE OF COLORADO REGULATION

Refunds will be calculated as a percentage of program completion and the contract price of the program. The percentage is based on the number of calendar days completed by the Student divided by the total number of calendar days in the program. The resulting percentage will be applied and the Student shall be assessed the applicable maximum percentage of the contract price of the program for which the Student is charged accordingly.

% Completed by Student % Charged to the Student

1-10% 10% plus \$100 withdrawal fee

After 10-25% 25% plus \$100 withdrawal fee

After 25-50% 50% plus \$100 withdrawal fee

After 50-75% 75% plus \$100 withdrawal fee

After 75-100% 100% plus \$100 withdrawal fee

The following charges are excluded from the State Refund Policy:

A) Documented costs of uniforms issued to the student

B) The cost of equipment that is non-returnable and/or equipment not returned within 20 days following withdrawal.

Tools defaced in any way will not be accepted for return.

(C) Books are non-returnable.

TRANSFER CREDITS

If Transfer Credits are granted for training received previously, such credits will not impact the refund policy.

BALANCE DUE TO THE COLLEGE

In the event the student withdraws or graduates, and appropriate withdrawal calculations are computed, the student leaves

IntelliTec College with a balance due to the College, 12% interest charge will be assessed during the repayment period.

REFUND ATTRIBUTION POLICY

The following refund attribution policy will be applied to all students who receive Title IV and/or State funds and/or other funds and withdraw with a refund due. 1) William D. Ford Federal Direct Loans (Direct Loans): a. Direct Unsubsidized Stafford Loan; b. Direct Subsidized Stafford Loan; c. Direct PLUS Loan. 2) Federal Perkins Loan, 3) Federal Pell Grant, 4) FSEOG, 5) other Title IV Programs, 6) other federal, state, private or institutional sources, 7) the student. The student agrees that a refund of \$25 or less will not be applied to reduce the student loan debt or be refunded to the student, but may be retained by the College. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the College shall make a settlement, which is reasonable and fair to both parties.

REPAYMENT ATTRIBUTION POLICY

The following repayment attribution policy will be applied to all students who receive Title IV and/or State funds for educational costs other than tuition and books and then withdraw. (FWS are excluded from this calculation.)

To determine if the student received an overpayment the College must determine that the funds the student received for non-direct educational costs exceeded the non-direct educational costs for the portion of the payment period for which the student was enrolled. If any portion of the cash payment cannot be attributed to the cost of room and board, transportation and miscellaneous expenses, then that portion is to be returned to the Title IV or State fund from which it was received. In the event that the student received cost payment from more than one fund, any overpayment would be returned in the following order: 1) Federal Perkins, 2) Federal Pell Grant, 3) Federal SEOG, 4) CSG.

IMPORTANT ENROLLMENT AGREEMENT INFORMATION

_____ I acknowledge that I have received a copy of the current school catalog and enrollment agreement to include any appropriate addenda.

_____ The student agrees to abide by all rules and regulations set forth in the College catalog and other publications issued by the College. Students who fail to comply with College policies are subject to termination or suspension. Termination of the enrollment will result in a \$100.00 withdrawal fee.

_____ Student and College agree that any disputes relative to this contract or to the education and training received by the student shall be resolved through binding arbitration. The parties shall attempt to agree to an impartial arbitrator or arbitrators. If they cannot agree the same shall be selected by the El Paso County (Colorado) District Court.

_____ Colorado law provides that any person claiming loss of tuition or fees must file a notarized complaint with the Division of Private Occupational School Board within two years of the last date of attendance or withdrawal date at the following address: Division of Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, CO 80202. 303-866-2723 or online at their website: www.highered.colorado.gov/DPOS.

_____ The College offers placement assistance at no additional cost to the graduate; however, a job is neither guaranteed nor promised.

_____ The College makes no guarantee of credit transfer.