

THE VOCATIONAL NURSING INSTITUTE, INC.

Policy and Procedure Manual

SUPPLEMENT TO MOST CURRENT SCHOOL CATALOG UPDATED ANNUALLY

Title: CANCELLATION AND REFUND POLICY

REGULATION:

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules
Subchapter N

Title 3, Texas Education Code, Chapter 132, Proprietary Schools

PURPOSE:

To define the school's cancellation and refund policy in accordance with state law

POLICY:

It is the policy of this school to allow students to cancel enrollment within 72 hours and receive a full refund of any monies paid to the school.

It is the policy of this school to allow an additional 72 hours for cancellation without financial penalty following a tour of the school facilities if the student did not have an opportunity to tour school facilities prior to enrollment.

PROCEDURE:

Cancellation

1. A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student.
2. Any student who has not been provided the opportunity to tour the school facilities and inspect the equipment before signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays, following a tour and inspection to cancel enrollment and request a full refund of any money paid to the school and release from all obligations.
3. The student shall sign and date an acknowledgement form certifying the completion of the tour.

Refunds Computations

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:

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- a. The last day of attendance, if the student is terminated by the school;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school. Refunds for a student who does not begin classes are made within 45 days of the class start date.
 4. If the student who enters a residence course of not more than 12 months in length terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the tuition and fees and the minimum refund of the remaining tuition and fees will be:
 - a. During the first week or one-tenth of the course, whichever is less, 90 percent of the remaining tuition and fees;
 - b. After the first week or one-tenth of the course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, 80 percent of the remaining tuition and fees;
 - c. After the first three weeks or one-fifth of the course, whichever is less, but within the first quarter of the course, 75 percent of the remaining tuition and fees;
 - d. During the second quarter of the course, 50 percent of the remaining tuition and fees;
 - e. During the third quarter of the course, 10 percent of the remaining tuition and fees; or
 - f. During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
 5. Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on section 4 a-f above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on section 4 a-f above.
 6. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
 7. The length of a course for purposes of calculating refunds owed is the shortest scheduled time period in which the course may be completed by continuous attendance of a full-time student.
 8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;
 - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 9. Refunds will be totally consummated within 45 days after the effective date of termination. Refunds, when due, are made without requiring a request from the student.

FORMS:

Refund Worksheets (R2T4- federal aid (as applicable) and TWC Refund form)

See also R2T4 refund policy for students who received federal aid.

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