



REFUND POLICIES

TWC (Texas Workforce Commission) CANCELLATION AND REFUND POLICY

CANCELLATION POLICY

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. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time 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 termination for refund purposes will be the earliest of the following:
 - (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 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. 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. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. 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.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Additional Policies and Procedures

1. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.
2. If tuition and fees are collected in advance of the start of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.
4. For programs longer than 12 months that financially obligate the student for any period of time beyond 12 months, the institution shall 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 shall be based on the Refund Policy section outlined above.
5. Refunds, when due, must be made without requiring a request from the student.

Withdrawal after Class Start

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the College President in writing that he/she has withdrawn or the date of withdrawal, whichever is earlier;
2. The first-class day following more than ten consecutive class days of absences;
3. The date that the College terminates the student's enrollment

If a student completes the program in less time than the published course duration, the contracted tuition will be fully earned by the College upon the date of completion and the student will not be entitled to any refund due to earlier completion.

Students enrolled in the federal programs, please refer to the refund policy stated below:

Return to Title IV/Refund Repayments Policy

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending Peloton College may still owe funds to the College to cover unpaid tuition. Additionally, the College may attempt to collect any funds from a student that the College was required to return because of this policy.

Peloton College is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4). The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the College. All students subject to this policy are determined per the following definitions and procedures, as prescribed by regulation.

Peloton College has 45 days from the date the College determines the students withdrew to return all unearned funds for which it is responsible. The College will notify the student in writing of the amount of funds that must be returned. The College will advise the student and/or parent that they have 14 calendar days from the date the College sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the College will return any earned funds being held from Title IV programs. All post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

Withdrawal before 60%:

Peloton College must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period

or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Peloton College will still calculate eligibility for a post-withdrawal disbursement.

Calculating R2T4

Title IV funds are earned in a prorated manner on a per diem clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The College is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student.

$$\frac{18 \text{ (scheduled days)}}{118 \text{ (scheduled days)}} = 15.3\% \text{ (\% of completed calendar days within the payment period)}$$

2. Calculate the dollar amount of Title IV aid earned by the student.

$$15.3\% \times \$2,805.00 = \$429.17 \text{ (Amount of aid earned by student)}$$

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Post Withdrawal Disbursement

If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 90 days from the date the College determined the student withdrew for loans and no later than 45 days from the date the College determined the student withdrew for grants. The College is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a post-withdrawal disbursement of Title IV loan funds.

However, if the student (or parent in the case of a PLUS loan) is eligible to receive a post-withdrawal disbursement of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a post-withdrawal disbursement. A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account to satisfy tuition and fees, or to the student. The University will seek the student's authorization to use a post-withdrawal disbursement for all other educationally related charges in addition to tuition and fees.

Peloton College is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the Date of the Determination of the date of the student's withdrawal.

Overpayments

Any amount of unearned grant funds that a student must return directly is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must decide with the College and/or the Department of Education to return the unearned grant funds failure to do so will result in no additional Title IV aid.

Official Withdrawals

To officially withdrawal from Peloton College, the student must initiate the withdrawal process by contacting the College President. The College's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

Unofficial Withdrawal

Termination of a student is defined as no longer attending, whether by the student's voluntary withdrawal or dismissal by the College as disciplinary action; the last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations.

Peloton College's responsibilities regarding the return of Title IV funds follow:

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- returning any Title IV funds that are due the Title IV programs.

The Student's responsibilities regarding the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at: 1-800-4-FEDAID (1-800-433-3243), TTY users may call: 1-800-730-8913
Information is also available on Student Aid on the Web at www.studentaid.ed.gov