

East-West Healing Arts Institute
Policies & Procedures

Refund Policy

A student who cancels their Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Enrollment Agreement will receive a refund of all monies paid within 10 business days. See Right to Cancel at the end of this agreement. A student who cancels after 72 hours but prior to the student's first day of class attendance will receive a refund of all monies paid, except for the \$100 non-refundable application fee. If this Enrollment Agreement is not accepted by East-West Healing Arts Institute or if EWHAI cancels this agreement prior to the first day of class attendance, all monies excluding the application fee, will be refunded.

Refunds are determined by the date of withdrawal from the program or the official date of termination. The official date of termination or withdrawal date shall be determined by the date the school receives notice of the student's intention to discontinue the training program, or the student's last day of attendance: the last day a student participated in class, projects, student clinic, examination, or has been dismissed due to violating published school policy. East-West Healing Arts Institute may declare a student withdrawn from the program after absences for two consecutive class scheduled class weeks without contacting the school. Refunds will be made within 40 days of the notice to withdrawal or date of determination of withdrawal by the school.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

<u>After completion of at least</u>	<u>but prior to completion of</u>	<u>the refund will be</u>
	The first day of class	100%
1 unit/class	10% of the program	90%
10%	20% of the program	80%
20%	30% of the program	70%
30%	40% of the program	60%
40%	50% of the program	50%
50%	60% of the program	40%
60%		no refund

As part of this policy, the school will retain a one-time application fee of no more than \$100.

A written notice of withdrawal is not required. For students receiving funds under Title IV and Title 38, the school will comply with federal guidelines concerning constructive notice of withdrawal, and calculate the amount of earned & unearned Federal Financial Aid the student has received. All unearned Financial Aid is returned to the U.S. Department of Education. For additional details please see your Financial Aid Officer. The school will make a "good faith" effort to make a refund, if necessary, by sending certified mail to students and/or parent's permanent address.

Finance Fee: All finance fee refunds will be pro-rated based on the same terms as the tuition refund policy.

Return of Title IV Funds

Federal law requires that when you withdraw during a payment period or period of enrollment, the amount of FSA program assistance that you have earned up to that point is determined by a specific formula. This calculation determines the percentage of earned aid and is based on the ratio of clock hours scheduled to be complete as of the withdrawal/ dismissal date divided by the total hours in the award period. If you received less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned to the Department of Education.

The amount of assistance that you have earned is determined on a pro-rate basis. That is, if you complete 30% of the payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed 60% of the payment period, you earn **all** of your assistance.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- Your institutional charges multiplied by the unearned percentage of your funds, or
- The entire amount of the excess funds.

If a student earned less aid than was dispersed, funds will be returned to the US Department of Education in the following order: Unsubsidized Federal Direct Student Loan, Subsidized Federal Direct Student Loan, Federal Parent (PLUS) Loan, Federal Pell Grant. All funds required to be returned to the US Department of Education are charged to the student's tuition account balance and affects the amount of refund or balance owed by the student upon withdrawal/dismissal. Any tuition monies due to the school by the student who cancels, withdraws or is dismissed, not covered by Federal grants/loans, is due in full when the student leaves school.

Any monies paid to the school in excess of the sum due to the school by the student who cancels, withdraws or is dismissed, will be refunded within 40 days to the appropriate bank/lender on behalf of the student's account and the student will be notified.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note with the holder of the loan: scheduled payments over the term of loan.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are required to return 50% of the grant assistance that you receive. Any amount that you do not have to return is a grant overpayment, and you must make arrangements with your school or the Department of Education to return the funds.

If the calculation of Return to Title IV requires that the student return a portion of the financial aid that they received, the student has 45 days after notification to return the overpayment. Failure to do so may result in the student's ineligibility for federal student aid.

The student will receive a letter to their home mailing address when a calculation has been completed indicating the amount charged back, the current correct account balance, and the student's option for repayment. Questions about the Return to Title IV policy can be directed to the financial aid office at financialaid@acupressureschool.com or by phone at 608-240-1600.

If a student has earned more aid than has been disbursed, they are eligible for a post-withdrawal disbursement. Students will be notified that they are eligible for a post-withdrawal disbursement and must consent to disburse the funds to their student account.

A sample worksheet used to calculate Return to Title IV Funds by EWHAI is available at: <http://ifap.ed.gov/ifap/titleiv.jsp> and selecting "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program."

Questions about this policy should be directed to the Financial Aid Office at financialaid@acupressureschool.com or by phone at 608-240-1600.