

## REFUND POLICY

**REFUND POLICY:** Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Refund calculations are based on scheduled Hours in the Payment Period. For clock hour students refund is calculated based on the student's last date of attendance. Official cancellation or withdrawal shall occur on the earlier of the dates that: 1. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of a non-refundable application fee; (\$100] 2. A student (or in the case of under legal age, his/her parent or guardian] cancels his/her contract and demands his/her money back in writing, within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded with the exception of the non-refundable \$100 application fee. This policy applies regardless of whether or not the student has actually started training; 3. A student cancels his/her contract after three all monies paid to the

business days after signing, but prior to or the date the student notifies the institution he/she will not be returning; 6. A student is expelled by the school; 7. In type 2, 3,4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to school administration in person. Any monies due to a student who withdrawals from the institution shall be refunded within 45 days of a determination that a student has withdrawn whether officially or unofficially. Unofficial withdrawals for clock hour students are determined by the school 14 calendar days after they cease attendance. Any student that withdraws after starting classes, the withdraw calculation will be based on the contract price for the course and shall include all fees, enrollment and application fees, and the \$150.00 termination fee. Fees will be charged only for the kit items and books received and are then property of the student.

school less \$100 registration fee. 4. A student must notify the institution of his/her withdrawal in writing; 5. A student on an approved leave of absence notifies the school that he/she will not be returning, the date of withdrawal shall be the earlier date of expiration of the leave of absence

**%time of Total of Course**

0.01%-4.9%  
5%-9.9%  
10%-14.9%  
15%-24.9%  
25%-49.9%  
50%-100%

**Total Tuition Owed to the School**

20% & 150.00  
Termination Fee  
30%&150.00  
Termination Fee  
40%&150.00  
Termination Fee  
45%&150.00  
Termination Fee  
70% & 150.00  
Termination Fee  
100%of Total Tuition

. (All refunds are based on monies paid to the institution].  
**In the event the school ceases to offer instruction or cancels a course any enrolled students may transfer to another school and receive a pro rata refund based on the hours accepted by the receiving school.**

100  
%

**COLLECTION OF AN UNPAID BALANCE & LEGAL FEES** All delinquent accounts will be turned over to a collection agency and reported to a credit bureau. A student will be responsible for all collection and legal fees incurred by Premier Barber Institute in the process of collecting unpaid balances of tuition and/or fee payments. Any collection correspondence regarding cancellation and settlement from PBI or a third party, will adhere to the PBI Refund Policy

**COURSE CANCELLATION POLICY:**

If a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun; the school shall at its option:

- a Provide a full refund of all monies paid
- Provide completion of the course

**SCHOOL CLOSING POLICY:** If the school is permanently closed, no longer offering instruction after a student has enrolled and instruction has begun; students may transfer to another school and receive a pro rata refund based on the hours accepted by the receiving school. All refunds are due after 45 days of cancellation. Students shall be provided individual notice if a course cancellation or school closing is immanent. The school will retain a list of students that were enrolled at the time of closure. Also, indicate on it the arrangements made for each student to complete his or her education on the original school records in accordance to state laws.