

### **Statement of Authorization**

The following statement will be the **only** authorized statement and is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials.

**This institution is authorized by:  
The Indiana Commission for Higher Education/  
The Indiana Board for Proprietary Education  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-4206**

You may insert the statement in your present catalog and distribute it with your brochures and other related promotional materials; however, the new printing of the institution's catalogs, brochures, and other related promotional materials must contain the required statement.

### **Indiana Uniform Refund Policy**

If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board's. Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board's tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board to all first-time students enrolled. Postsecondary educational institutions using a refund policy other than that of the Commission's/Board's must list the complete policy and its location in the institutional catalog and the enrollment agreement.

#### **Institution's Onsite Refund Policy**

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

- (b) The following refund policy applies to each resident postsecondary educational institution, except as noted in:
- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
    - (A) The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
    - (B) The student does not meet the postsecondary educational institution's minimum admission requirements.
    - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
    - (D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
  - (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
  - (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
  - (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
  - (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

(6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

**Institution's Online Refund Policy**

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

- (A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
- (B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.
- (C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
- (D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
- (E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
- (F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
- (G) After completing 75% of assignments, the student is responsible for total tuition.
- (H) The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
- (I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
- (J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.