

2012 - POLICIES AND PROCEDURES CATALOG

ADDENDUM TO ENROLLMENT AGREEMENT

(VA ONLY) PRORATED REFUND POLICY

Vancouver School of Beauty agrees that if (Name of Student) _____ fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled to a prorated basis, as follows:

- ❖ **Registration fee.** An established registration fee in an amount not to exceed \$10.00 need not be subject to proration. Where the established registration fee is more than the \$10.00, the amount in excess of \$10.00 will be subject to proration.
- ❖ **Breakage fee.** Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.
- ❖ **Consumable instruction supplies.** Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.
- ❖ **Books, supplies and equipment:**
 - The school will make a refund in full for the amount of the charge for un-issued books, supplies and equipment when:
 - The school furnished the books, supplies and equipment.
 - The school includes their costs in the total charge payable to the school for the course,
- ❖ The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.
- ❖ **Tuition and other charges:**
 - Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro-rata basis as provided in this sub-paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10% from the exact pro-rate portion of such, tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined of the ration of the number of days of instruction completed by the student to the total number of instructional days in the course.
- ❖ Prompt refund in the event that the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this sub-paragraph.

School Official's Signature: _____

Date: _____

Student's Signature: _____

Date: _____

A copy of this addendum is to be given to the student and will be attached to the Enrollment Agreement which is retained by the school in the student's permanent record.