San Francisco Institute of Esthetics & Cosmetology

INSTITUTIONAL REFUND POLICY "STUDENT'S RIGHT TO CANCEL"

This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs. The school participates in federal aid programs, Title IV and PELL. The school does not participate in state financial aid programs.

1. You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance of the first class session, or the seventh (7) business day after enrollment, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.
2. Any monies due the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
    a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
    b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, through attendance of the first class session or the seventh (7) business day after enrollment, whichever is later. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
    c. A student who cancels his/her contract through attendance of the first class session or the seventh (7) business day after enrollment is entitled to a refund of all monies paid to the school less an application fee of $150.00.
    d. A student notifies the institution of his/her official withdrawal in writing.
    e. A student is expelled by the institution.
    f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: *San Francisco Institute of Esthetics & Cosmetology, 1067 Folsom Street, 2nd Floor, San Francisco, CA 94103,* or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
    g. Monies paid for student kits are non-refundable after the cancellation period.
    h. A student on a leave of absence date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.
3. You have the right to cancel your Enrollment agreement and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the Enrollment agreement, whichever is later. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.
   Date which the Student can cancel the enrollment contract: _____
4. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 15 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.

5. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
6. All extra costs, such as books, equipment, graduation fees, application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the Enrollment agreement.
7. Monies paid for supplies and equipment are non-refundable after the cancellation period.
8. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
9. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
10. A student's account may be sent to collections for nonpayment.
11. If an institution closes or discontinues a program prior to the completion of the contracted services, the institution shall provide a pro-rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, the institution shall provide students a full refund of all institutional charges.
12. A student is entitled to a refund of moneys not paid from federal student aid program funds.

Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract the registration/application fee not to exceed $250.00. The school does charge an registration fee of $150.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract the registration/application fee not to exceed $250.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Cosmetology students:

Percentage of Enrollment (scheduled) Cosmetology 1400 hours		**Due to SFIEC**
0.01%-10%	1 - 140 hours	Up to 10%
10.1% - 25%	141 - 350 hours	Up to 25%
25.1% - 50%	351 - 700 hours	Up to 50%
50.1% - 60%	701 - 840 hours	Up to 60%
60.1% or more	841 - 1400 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Cosmetology students:

Percentage of Enrollment (scheduled) Cosmetology 1000 hours		**Due to SFIEC**
0.01%-10%	1 - 100 hours	Up to 10%
10.1% - 25%	101 - 250 hours	Up to 25%
25.1% - 50%	251 - 500 hours	Up to 50%
50.1% - 60%	501 - 600 hours	Up to 60%
60.1% or more	601 - 1000 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Barbering students:

Percentage of Enrollment (scheduled) Barbering 1000 hours		**Due to SFIEC**
0.01%-10%	1 - 100 hours	Up to 10%
10.1% - 25%	101 - 250 hours	Up to 25%
25.1% - 50%	251 - 500 hours	Up to 50%
50.1% - 60%	501 - 600 hours	Up to 60%
60.1% or more	601 - 1000 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Esthetics students:

Percentage of Enrollment (scheduled) Esthetics 800 hours		**Due to SFIEC**
0.01%-10%	1 - 80 hours	Up to 10%
10.1% - 25%	80.1 - 200 hours	Up to 25%
25.1% - 50%	200.1 - 400 hours	Up to 50%
50.1% - 60%	400.1 - 480 hours	Up to 60%
60.1% or more	480.1 - 800 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Esthetics

students:

Percentage of Enrollment (scheduled) Esthetics 600 hours		Due to SFIEC
0.01%-10%	1 - 60 hours	Up to 10%
10.1% - 25%	60.1 - 150 hours	Up to 25%
25.1% - 50%	150.1 - 300 hours	Up to 50%
50.1% - 60%	300.1 - 360 hours	Up to 60%
60.1% or more	360.1 - 600 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for nail technology students:

Percentage of Enrollment (scheduled) Nail Technology 400 hours		Due to SFIEC
0.01%-10%	1 - 40 hours	Up to 10%
10.1% - 25%	40.1 - 100 hours	Up to 25%
25.1% - 50%	100.1 - 200 hours	Up to 50%
50.1% - 60%	200.1 - 240 hours	Up to 60%
60.1% or more	240.1 - 400 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for hairstyling students:

Percentage of Enrollment (scheduled) Hairstyling 600 hours		Due to SFIEC
0.01%-10%	1 - 60 hours	Up to 10%
10.1% - 25%	60.1 - 150 hours	Up to 25%
25.1% - 50%	150.1 - 300 hours	Up to 50%
50.1% - 60%	300.1 - 360 hours	Up to 60%
60.1% or more	360.1 - 600 hours	100%

San Francisco Institute of Esthetics & Cosmetology does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less an application fee, if applicable, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.