

REFUND POLICY

NRS 394.449 REQUIREMENTS OF POLICY FOR REFUNDS BY INSTITUTIONS:

1. Each postsecondary educational institution shall have a policy for refunds, which at least provides:

(a) That if the institution has substantially failed to furnish the training program agreed upon in

the enrollment agreement, the institution shall refund to a student all the money he has paid.

(b) That if a student cancels his enrollment before the start of the training program, the institution shall refund to the student all the money he has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.

(c) That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall

refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100,

whichever is less.

(d) That if a student withdraws or is expelled by the institution after completion of more than 60

percent of the training program, the institution is not required to refund the student any money and

may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.

2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

(a) Date of cancellation by a student of his enrollment;

(b) Date of termination by the institution of the enrollment of a student;

(c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or

(d) Last day of attendance of a student, whichever is applicable?

3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.

4. For the purposes of this section:

(a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.

(b) The period of time for a training program is the period set forth in the enrollment agreement?

(c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement

and do not include books, educational supplies, or equipment that is listed separately from the

tuition and fees.

First day through an including 10% of enrollment period 10% plus \$100.00 fee

Greater than 10% through & within 30% of enrollment period 30% plus \$100.00 fee

Greater than 30% through & within 60% of enrollment period 60% plus \$100.00 fee

Greater than 60% through the remainder of enrollment period 0% plus \$100.00 fee

**ONLY TUITION is the program cost that will be prorated. Program fees are nonrefundable and

thus not prorated. **