

Attachment 9.2.5



The Chicago School Refund Policy

Policy/Procedure Excerpt From:

The Chicago School 2023-2024 Academic Catalog and Student Handbook with Summer Addendum: Financial Aid and Student Account Policies, pgs. 98-104

A course dropped during the Add/Drop period of the corresponding term/semester will be refunded 100% of tuition and course fees. A course dropped after the Add/Drop deadline will be subject to a partial refund of tuition only, according to the refund schedule below. Adding or dropping a course may change the student's enrollment status, which could result in changes to financial aid eligibility.

Refund Schedule

The refund schedule week begins on Monday and ends on Sunday. Contact the Office of Student Accounts with questions.

15-Week Semester

Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5 to Week 15	0%

8-Week Term/Semester

Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	50%
Week 3 to Week 8	0%

IllinoisCOM Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	75%
Week 3	50%
Week 4	25%
Week 5 and beyond	0%

Military Refund Policy



U.S. Military personnel, U.S. Military Reservists, or National Guard members who are called into service and, as a result, are unable meet academic requirements prior to the completion of the term/semester will be entitled to receive a full refund of tuition and fees. This policy applies whether the call to service is voluntarily or involuntarily, but it does include active service for training. This same consideration may be available to spouses and dependents of active duty military personnel. A student who is drafted and must report for active duty during a term/semester is entitled to receive a full refund of tuition and fees. All refunds are subject to the presentation of official documentation. In the event a student receives any Title IV Federal Aid for education expenses, the institution will return those funds to the Department of Education. In those instances, if the student received funds in addition to those for tuition and fees, the student will be subject to the repayment of those funds. A student who volunteers for military service will be subject to the school's standard Refund Schedule.

Returning Unearned Tuition Assistance (TA) Funds

The Chicago School returns unearned TA funds on a proportional basis through at least the 60 percent portion of the term/semester for which the funds were awarded. TA funds are earned proportionally during a term/semester, with unearned funds returned based upon when a student stops attending school.

15-Week Semester

Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	91%
Week 3	82%
Week 4	73%
Week 5	64%
Week 6	55%
Week 7	46%
Week 8	40%
Weeks 9 to 15	0%

8-Week Term/Semester

Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	80%
Week 3	60%
Week 4	40%
Weeks 5 to 8	0%

IllinoisCOM Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	95%
Week 3	90%
Week 4	85%



Week 5	80%
Week 6	75%
Week 7	70%
Week 8	65%
Week 9	60%
Week 10	55%
Week 11	50%
Week 12	45%
Week 13	40%
Weeks 14 and beyond	0%

State-Specific Refund Policies

Tuition refunds for students who reside in Kansas, Maryland, New Mexico, Oregon, Texas, or Wisconsin will be issued in accordance with the policies required by the laws and regulations of those states. Tuition refunds for students enrolled in the AAS-N or VN program in Texas will be issued in accordance with regulations set forth by the Texas Workforce Commission. However, if the school's refund policy is more beneficial to those students, it will follow its refund policy and provide for refunds of tuition as provided in that policy.

Kansas Refund Policy

1. As required by the Kansas Board of Regents, the minimum refund that The Chicago School will pay to a Kansas student who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

2. A refund due to a Kansas student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
3. This refund policy must be disclosed to students upon enrollment, and documentation verifying student refunds in accordance with this policy must be maintained.

Maryland Refund Policy

1. As required by the Maryland Higher Education Commission, the minimum refund that The Chicago School will pay to a Maryland student who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term Completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund



30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

2. A refund due to a Maryland student will be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
3. This refund policy must be disclosed to students upon enrollment, and documentation verifying student refunds in accordance with this policy must be maintained.

New Mexico Refund Policy

1. Cooling off period. A student is entitled to a three day cooling off period after making an initial deposit or payment toward tuition and fees. During the cooling off period all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.
2. Registration charges. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The Chicago School will retain, as registration charges, no more than \$100 or 5% of tuition and fees, whichever is less.
3. Tuition and fees. The Chicago School will retain tuition and fees earned and state gross receipts taxes at a pro-rata amount according to the following schedule:

Date of student withdrawal as a % of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
On 1 st class day	0%
After 1 st day; within 10%	10%
After 10%; within 25%	50%
After 25%; within 50%	75%
50% or thereafter	100%

4. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
5. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five workdays.

Oregon Refund Policy

Courses dropped during the Add/Drop period will be refunded 100% of tuition and course fees. Oregon students who withdraw from a course after the Add/Drop period are eligible for a partial refund through the middle week of the applicable term/semester. Refunds are based on unused instructional time and are prorated on a weekly basis as detailed below.

8 Weeks

Drop/Withdrawal Refund Schedule

Drop/Withdrawal	Refund
Week 1	100%
Week 2	75%
Week 3	63%



Week 4	50%
Week 5-8	0%

Texas Refund Policy

Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence and school holidays will not be counted as part of the scheduled class attendance.

1. The effective date of termination for refund purposes will be the earliest of the following:
 - a. The last day of attendance, if the student is terminated by the School;
 - b. The date of receipt of written notice from the student; or
 - c. Ten school days following the last date of attendance.
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the School for the entire residence program or synchronous distance education course.
3. If a student enters a residence program and withdraws or is otherwise terminated, the School may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of the termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. *(Simplified, the refund is based on the precise number of clock hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040 provides the precise calculation.)*
4. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of "WF" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
5. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. The student is not accepted by the school or cancels enrollment within cancellation timeframes;
 - b. The student was solicited or enrolled by an unregistered representative;
 - c. The student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school;
 - d. The student was solicited or admitted to an unapproved course of instruction;
 - e. The school failed to establish that the admissions requirements were met for a student admitted to the program;
 - f. Classes up to the entire program or course, if applicable, were taught by: (a) an instructor that was not approved, qualified, or for whom an application was not submitted properly for approval, as may be required for the course, or (b) a temporary instructor without proper notification to TWC;
 - g. Class period(s) that had no instructor;



- h. The course of instruction is discontinued by the school, preventing the student from completing;
 - i. The school moves to a location causing hardship for the student in completing training; and
 - j. There are other program violations or deficiencies by the school.
6. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for Career Schools and Colleges.

Wisconsin Refund Policy

A Wisconsin student enrolled in a program with the Online Campus will receive a full refund of all money paid if:

- 1. The student cancels enrollment within the three business day cancellation period under EAB 6.04;
- 2. The student accepted, was unqualified, and the school did not secure a disclaimer under EAB 9.04;
- 3. The school procured the student's enrollment as the result of any false representations in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation.

A Wisconsin student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund, as calculated below:

At Least	But Less Than	Refund of Tuition
1 credit hour/class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	N/A	No Refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies, and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction, The Chicago School may refund a pro rata amount if the withdrawal is due to mitigating circumstances beyond the student's control.

