

Refund Policies



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Texas Refund Policy

Location of Regulation (Non-Military)

- ❖ Texas Education Code Sec. 132.061: Refund Policy

Refund Timeframe

- ❖ **Residence & Synchronous Distance Education**: Refunds shall be paid within sixty (60) days after the effective date of termination
- ❖ **Asynchronous Distance Education**: Refunds shall be paid within sixty (60) days after the effective date of termination

App. Fee/Right to Cancel

- ❖ **Residence & Synchronous Distance Education**: If tuition and fees are collected prior to entrance and a student does not enter the residence career school/college after the seventy-two (72) hr cancellation period, the institution may retain no more than **\$100**
- ❖ **Asynchronous Distance Education**: If tuition and fees are collected prior to entrance and a student does not begin the program after the seventy-two (72) hour cancellation period, the institution may retain no more than **\$50**

Method for Calculating the Refund

- ❖ **Residence & Synchronous Distance Education**:
$$\frac{\text{\# of hrs remaining in term}}{\text{total \# of hrs in term}} \times \text{tuition charged for term}$$

prorate up to 75%
- ❖ **Asynchronous Distance Education**:
$$\frac{\text{\# of courses completed}}{\text{total \# of courses in program}} \times \text{tuition charged for term}$$

Additional Notes

- ❖ Date of Regulation: Texas Education Code published 06/01/2015

Location of Regulation (Military)

- ❖ Texas Education Code Sec. 132.0611: Refund Policy for Students Called to Active Military Service

Refund Timeframe

- ❖ Refunds shall be paid within sixty (60) days after the effective date of termination*

Texas Refund Policy

App. Fee/Right to Cancel

- ❖ 100% app. fee refund**

Method for Calculating the Refund

- ❖ Refund for Students called to Active Duty:

of hrs remaining in term/total # of hrs in term
x tuition charged for term
pro rata up to 100%

Additional Notes

- ❖ Date of Regulation: Texas Education Code published 06/01/2015
- ❖ Students will be appropriated a final grade/credit if the instructor determines the student completed at least 90% of the required coursework, and demonstrated sufficient mastery of the material
- ❖ *No requirement included in regulation; aligned with Non-Military Refund Policy
- ❖ **No requirement included in regulation; 100% due to being called to active military service

Georgia Refund Policy

Location of Regulation #1

- ❖ Georgia Code §20-3-250.6 (a)(1)(L,M) Minimum Standards for Educational Institutions
- ❖ GNPEC – Minimum Standards – Standard Nine: Refund Policy

Refund Timeframe

- ❖ Refunds must be made in full to the student within forty-five (45) days of date of withdrawal

App. Fee/Right to Cancel

- ❖ The one-time, maximum amount for the app fee is \$100 and, if non-refundable, must be clearly stated as such in the catalog. If student requests a refund within a minimum of seventy-two (72) hrs/three (3) business days after signing the enrollment agreement the full fee should be refunded.

Method for Calculating the Refund

- ❖ §Refunds are based on tuition paid for segments of the instructional program, i.e., quarter, semester or term (as defined by the institution)
 - ✓ Refunds any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:
 - Items that were special ordered for a particular student and cannot be sold to another student;
 - Items that were returned in a condition that prevents them from being used by or sold to new students;
 - Non-refundable fees for goods and/or services provided by third party vendors
 - ✓ 50.01% or more = no refund

Additional Notes

- ❖ The GNPEC standards also require that the refund calculation be present on the websites (<http://www.gupton-jones.edu/admissions/refund-policy>)

Indiana Refund Policy

Location of Regulation #1

- ❖ 2014 Indiana Codes 21-18.5-6-11: *Authorization Standards*
- ❖ Indiana Statement of Authorization and Indiana Uniform Refund Policy

Refund Timeframe

- ❖ **Ground Policy:** Any refund due to a student shall be paid by the school within thirty-one (31) days of the request for withdrawal from the program
- ❖ **Online Policy:** Any refund due to a student shall be paid by the school within thirty-one (31) days of the request for withdrawal from the program

App. Fee/Right to Cancel

- ❖ **Ground Policy:** If a student cancels their enrollment within six (6) business days all monies must be refunded. After day 6, schools may retain an app/enrollment fee of **10%** of the total tuition (not to exceed **\$100**)
- ❖ **Online Policy:** If a student cancels their enrollment within six (6) business days all monies must be refunded. After day 6, schools may retain an app/enrollment fee of **20%** of the total tuition (not to exceed **\$100**)

Method for Calculating the Refund

- ❖ **Ground Policy:**
 - ✓ Refunds based on Proportion of Total Course or Program Taught by Date of Withdrawal

During Week 1 = 90% refund
After Week 1 – 25% = 75% refund
25.1% - 50% = 50% refund
50.1% - 60% = 40% refund
60.1% – 100% = 0% refund

- ❖ **Online Policy:**
 - ✓ Refunds based on Proportion of Total Course or Program Taught by Date of Withdrawal

0% - 10% = 90% refund
10.1% - 24.9% = 75% refund
25% - 49.9% = 50% refund
50% - 74.9% = 40% refund
75% – 100% = 0% refund

Additional Notes

- ❖ Date of Regulation: Last updated 10/18/2013
- ❖ If an institution utilizes refund policy of their accrediting body or the Dept, the school should be able to provide a final refund calculation based upon the Board's request showing that it is more beneficial for the student than the Board's policy
- ❖ 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** then they are due a full refund

Dallas Institute of Funeral Service Refund Policy

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. 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.
3. 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.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college 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 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 percent 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. More simply, the refund is based on the precise number of 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-1040R provides the precise calculation.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" 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.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a. An enrollee is not accepted by the school;

Dallas Institute of Funeral Service Refund Policy



- b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c. If 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.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Cancellation and Refund Policy for Veterans

In the event the veteran student, after the expiration of the 72-hour cancellation privilege, does not enter school, only \$100 shall be retained by the school. The amount charged to the eligible person for tuition and fees will not exceed the approximate pro-rata portion of the total charges for tuition and fees as the length of the completed portion of the program bears to its total length.

Gupton-Jones College of Funeral Service Refund Policy



Students who follow the formal withdrawal policy of Gupton-Jones College of Funeral Service may be eligible for a refund of tuition. Prior to the beginning of classes the full amount of any tuition paid will be refunded. A student may cancel his or her enrollment at any time before the beginning of the quarter. If a student requests a refund within a minimum of seventy-two (72) hours/three (3) business days after signing the enrollment agreement, the full \$100.00 app fee will be refunded.

A student who does not request cancellation by the beginning of the quarter will be considered as enrolled. It is to be noted that the Application Fee is non-refundable.

A student who is dismissed or withdraws in compliance with the formal withdrawal policy of the catalog will be refunded tuition on the following quarterly basis:

- ❖ Refunds are based on tuition paid for an 11 week term
 - ✓ Refunds any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:
 - Items that were special ordered for a particular student and cannot be sold to another student;
 - Items that were returned in a condition that prevents them from being used by or sold to new students;
 - Non-refundable fees for goods and/or services provided by third party vendors
 - ✓ Students attending less-than fifty (50) percent of a term will receive a prorated refund of tuition based on percentage attended
 - ✓ There will be no refund if a student attends fifty (50) percent, or more, of the term

Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.

In compliance with the requirements of Title 45, Code of Federal Regulations, Public Welfare, Section 177.64, provision of information to prospective students: This institution maintains survey results regarding employment following graduation.

65% of graduates obtained full-time employment in the funeral service field within a reasonable period of time following graduation.

Gupton-Jones College of Funeral Service, in accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) accepts students without regard to race, color, sex, creed, disability, or national origin.

The Funeral Service Program and Gupton-Jones College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph MO, 64506. (816) 233-3747. Web: www.abfse.org

Gupton-Jones College of Funeral Service Refund Policy



National Board Examination scores for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of Gupton-Jones College's scores go to www.gupton-jones.edu or contact the registrar's office or by phone 800-848-5352.

NOTE: This bulletin in all or in part is subject to change without notice.

Mid-America College of Funeral Service Refund Policy



Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. 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.
3. For students who are paying tuition exclusive of financial aid, the following Indiana Commission on Proprietary Education Refund Policy policies shall be in effect:
 - a. If a student withdrawing from any quarter of instruction, after starting the instructional program at Mid-America College and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of quarterly tuition less an administrative fee of \$100.00.
 - b. A student withdrawing from any quarter of instruction, after attending more than one week but equal to or less than twenty-five percent of the duration of the quarter, is entitled to a refund of seventy-five percent of the cost of the quarterly tuition less an administrative fee of \$100.00.
 - c. A student withdrawing from any quarter of instruction, after attending more than twenty-five percent but equal to or less than fifty percent of the duration of the quarter, is entitled to a refund of fifty percent of the cost of the quarterly tuition less an administrative fee of \$100.00
 - d. A student withdrawing from an quarter of instruction, after attending more than fifty percent but equal to or less than sixty percent of the duration of the quarter, is entitled to a refund of forty percent of the cost of quarterly tuition less an administrative fee of \$100.00.
 - e. A student withdrawing from any quarter of instruction, after attending more than sixty percent of the duration of the quarter is not entitled to a refund.

Mid-America College of Funeral Service Refund Policy



4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.