

# 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>)