

REFUND POLICIES



BROWN MACKIE COLLEGE
SAN ANTONIOSM

TUITION, FEES, AND REFUND POLICY

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition and fee charges. The College, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and appropriate agencies. It is the responsibility of the student to remain apprised of the status of his or her account.

Tuition and Fees

A listing of the College's tuition and fees is published in the Bulletin identified as part of the catalog. Tuition and fees are likewise entered on the Brown Mackie College – San Antonio Enrollment Agreement, a legally binding contract into which the College and the student enter.

Refund Policy

The College is entirely self-supporting. The admission of a student affects seat assignment in classes, hiring of faculty, assignment of instructional equipment, and other provisions by the administration that must be contracted in advance. For this reason, there will be no refund of tuition or fees except as indicated below.

Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

Adjustment of Charges

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws.

Brown Mackie College – San Antonio provides a full refund if a student is not accepted; if the student withdraws or is otherwise terminated before the beginning of classes; the educational service is discontinued by the school, preventing the student from completing; or the owner or representatives of the school procured the enrollment as a result of any misrepresentation in advertising, promotional materials of the school, or representations.

Any student who begins classes and then withdraws, or is terminated, prior to the end of any quarter will be obligated and the college will provide refunds, on the following basis:

- a. If 10% or less of the time period has expired, a refund of at least 90% of the tuition and fee charges for the time period.
- b. If more than 10% but less than or equal to 20% of the time period has expired, a refund of at least 80% of the tuition and fee charges for the time period.
- c. If more than 20% but less than or equal to 30% of the time period has expired, a refund of at least 70% of the tuition and fee charges for the time period.
- d. If more than 30% but less than or equal to 40% of the time period has expired, a refund of at least 60% of the tuition and fees charges for the time period.

- e. If more than 40% but less than or equal to 50% of the time period has expired, a refund of at least 50% of the tuition and fees charges for the time period.
- f. If more than 50% but less than or equal of 75% of the time period has expired, a refund of at least 10% of the tuition and fee charges for the time period.
- g. If more than 75% of the time period has expired, no refund or a refund in an amount determined by the institution.

In all cases, refunds will meet or exceed the requirements of TEC 132.061.

Refund calculations will be based on scheduled clock hours of class attendance through the last date of attendance. The effective date of termination for refund purposes will be the earliest of the following: (a) The last date 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. Refund provisions apply only to complete withdrawal from the College. Students who withdraw from the College should contact the Financial Aid Office for advising and information concerning loan repayment. The refund policy applying to books and supplies is available in the campus college store.

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, other loans, other aid (if required), student.

If kits, components of the kits, books, or supplies are returned to the college store in re-saleable condition within 21 days of withdrawal, a credit will be given.

Refunds will be totally consummated within 60 days after the effective date of termination.

Examples of the calculations for this policy are available in the Student Accounting office.

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. the 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.

Cancellation of Enrollment

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 and a tour of the facilities and inspection of the equipment is made by the prospective student. When enrollment is cancelled, all monies paid to the College will be refunded to the applicant.

Student Withdrawal

A student may voluntarily withdraw from the College by notifying the Office of the Registrar in writing or in person. The refund policies outlined in the section on Tuition, Fees, and Refund Policy shall apply in the event that a student actively withdraws, is administratively withdrawn, or is dismissed from the College.