



BEAUTY COLLEGE

United Beauty College • 1907 W. Mississippi Avenue • Denver • CO • 80223 • 303-922-1852 • fax 303-922-1498

WITHDRAWAL RECORD AND SETTLEMENT CALCULATION WORKSHEET

Student _____ SS# _____
 Address _____ City, State, Zip _____
 Phone _____ E-Mail _____
 Course _____ Hours Contracted _____
 Start Date _____ Last Day Attended _____
 Hours Clocked _____ Hours Elapsed _____
 Percent Program Elapsed _____ 50% or More Elapsed: ___ Yes ___ No
 Date of Withdrawal Determination _____
 Reason for Withdrawal _____

CONTRACT COSTS

Registration Fee: \$ _____
 Tuition: \$ _____
 Books/Kit: \$ _____
 Misc/Other: \$ _____
 TOTAL COSTS: \$ _____

SETTLEMENT FORMULA SCHEDULED TIME ELAPSED TOTAL TUITION SCHOOL IN TOTAL PROGRAM SHALL HAVE EARNED

- (Circle percentage)
- 0.01% to 05.0% 20%
 - 5.1% to 10.0% 30%
 - 10.1% to 15.0% 40%
 - 15.1% to 25.0% 45%
 - 25.1% to 50.0% 70%
 - 50.1% and over 100%

ACCOUNT INFORMATION

AMOUNT RECEIVED BY SCHOOL*: AMOUNT EARNED:
 Cash: \$ _____ Tuition X % Elapsed in Program: \$ _____
 Other: \$ _____ Registration Fee: \$ _____
 \$ _____ Books/Kit/Unreturned Property: \$ _____
 W/D Fee/Other: \$ _____
 Total Paid: \$ _____ Total Earned: \$ _____

AMOUNT REFUNDED (IF APPLICABLE): AMOUNT OWED TO SCHOOL:

Total Paid to School \$ _____ Total Earned by School: \$ _____
 Total Earned by School \$- _____ Total Paid to School: \$- _____
 Total Refund Due = \$ _____ Total Owed to School = \$ _____

COMMENTS:

WITHDRAWAL AND SETTLEMENT POLICY AND CHECKLIST FOR CROSS-REFERENCING

School: _____ Ref #: _____

All Policy Requirements

Check if Item # Refund Policy Requirement

Complete

- _____ 1. Is stated in clear language that can be easily understood.
- _____ 2. Applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.
- _____ 3. Complies with the mandated policy.
- _____ 4. Requires that refund calculations are performed and refunds made timely. Refund Policy Requirements. The policy requires that:
- _____ 5. Monies due applicant/student are refunded within 45 days of official cancellation or withdrawal.
Official cancellation or withdrawal shall occur on the earlier of the dates that:
- _____ 6. An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee.
- _____ 7. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee.
- _____ 8. A student cancels the contract after three business days of signing, but prior to entering classes. In this case student is entitled to a refund of all monies paid to the school less an application fee, if applicable, and registration fee of (state the amount for each course of study).
- _____ 9. A student notifies the institution of his/her withdrawal.
- _____ 10. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- _____ 11. A student is expelled by the school.
- _____ 12. In type 7, 8, 9 or 10 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person. The Policy Requires that:
- _____ 13. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty days.
- _____ 14. For a school that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. However, for clock hour schools, the refund is calculated based on the student's last date of attendance.
- _____ 15. Unofficial withdrawals for non-clock hour students are determined by the school through monitoring of students' completion of class participation in learning activities such as class assignments, examinations, tutorials, computer-assisted instruction, participation in academic advisement, or other academically.
- _____ 16. Any monies due a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
- _____ 17. When situations of mitigating circumstances are in evidence, schools are encouraged to adopt a policy wherein the refund to the student may exceed the Tuition Adjustment Guidelines.
- _____ 18. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
- _____ 19. A non-refundable application fee does not exceed \$50.00, if applicable. Program or Course Cancellation Policy
- _____ 20. If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option:
 - _____ a. Provide a full refund of all monies paid; or
 - _____ b. Provide completion of the program or course.

Collection Policy requires that:

- _____ 21. Collection procedures reflect good taste and sound, ethical business practices.
- _____ 22. The name of the National Accrediting Commission of Cosmetology Arts and Sciences is not used in the institution's refund policy nor in any of its collection efforts.
- _____ 23. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.
- _____ 24. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.
- _____ 25. The NACCAS Minimum Tuition Adjustment Requirements are followed.

School Closure Policy

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

The Policy requires that:

- _____ 26. A pro-rata refund of tuition is made.
- _____ 27. A list of all students who were enrolled at the time of school closure including the amount of each pro rata