

## REFUND POLICY—RHODE ISLAND

1. If the student requests the cancellation and/or refund within three (3) business days after signing the contract, the school will cancel the contract and refund all monies paid to the school by the student.
2. Enrolled students who have not visited the school prior to enrollment have the opportunity to withdraw without penalty within three (3) days of their first visit to the school facilities.
3. If the student cancels after three (3) business days but before classes start, all monies paid to the school will be refunded except the \$50.00 application fee. If a student withdraws or is terminated after the classes begin, the school will retain the \$50.00 application fee. Refunds will be calculated by the method described below:
  - (a) During the 1st quarter of the program, 75% of the tuition, less an application fee not to exceed \$100.00.
  - (b) During the 2nd quarter of the program, 50% of the tuition, less an application fee not to exceed \$100.00.
  - (c) During the 3rd quarter of the program, 25% of the tuition, less an application fee not to exceed \$100.00.
  - (d) During the 4th quarter of the program, the student may be considered obligated for full tuition and fees.
4. All refunds to students who cancel, withdraw or are discontinued shall be made within thirty days of such action to the person paying the original tuition.
5. When financial aid is involved, refunds are paid directly to the source of the aid and not paid to the students.
6. All refunds are calculated based on the student's last day of attendance.
7. In no case shall the amount refunded exceed the amount remitted.
8. If the student withdraws from the training program because of circumstances beyond student's control, the student may request reinstatement within a 1-year period with no loss of credit for successfully completed training.
9. A leave of absence may be granted to a student, based upon verified reason (e.g., illness) or upon the demonstration of a serious personal issue. The leave of absence period will not exceed 180 calendar days or the next scheduled class.

This school is licensed by the Rhode Island Council on Postsecondary Education. Any comments, questions, or concerns about this school's license should be directed to Deanna.Velletri@riopc.edu or 401-736-1100.

## REFUND POLICY – MASSACHUSETTS

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five (5) days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent (75%) of the tuition, less the actual reasonable administrative costs in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent (50%) of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent (25%) of the tuition, less the actual reasonable administrative costs described in paragraph 7.

7. If you terminate this agreement after the initial five-day period, you will be responsible for actual administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars (\$50.00) or five percent (5%) of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.
10. Refunds to third party funding agencies will be made consistent with the State refund policy. Administrative Costs Equal: \$ 50.00. This school is licensed by the Massachusetts Division of Professional Licensure's Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to occupational.schools@state.ma.us or 617-727-5811.

## RETURN OF THE TITLE IV FUNDS SECTION 484B OF THE HEA AND INSTITUTIONAL REFUND POLICY REVISION

1. The return of Title IV funds as prescribed in Section 484B of the HBA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula is as follows:
  - (a) The institution will determine the date of withdrawal and then determine the percentage for the payment period attended by the student.
  - (b) The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled.
  - (c) The institution will determine the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV must be returned.
  - (d) The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been disbursed directly to the student once institutional charges were covered.
  - (e) The institution and/or the student must then distribute the aid back to the unearned Title IV programs.
2. If the return of Title IV funds results in a student tuition balance, the student will be responsible for payment of the balance to MTTI.
3. If you want to withdraw from MTTI, see the Registrar/Director of Financial Aid, located in the main building. For additional information, please go to the website at <https://www.mtti.edu/financial-aid-overview/>

## RETURN OF THIRD PARTY FUNDS

Refunds to third party funding agencies will be made consistent with the State refund policy.