

BURSARS DEPARTMENT

Payments methods, payment plan and Collections

The institution accepts cash, debit cards, managers check, money orders, personal checks, credit cards, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Council of Education of Puerto Rico Scholarships for Students with Academic Talent (BETA), Veterans Administration Educational Assistance Programs and Vocational Rehabilitation Programs. A payment plan is available for those who qualify. The payment plan is paid weekly throughout the duration of the program. No interest is charged on this plan.

The institution has the option to and without previous notice, terminate enrollment due to failure of payment, until having satisfied the late owed balance of the payment plan at the time of termination.

Any and all collection procedures shall reflect ethical business practices and acknowledge the Institution's Institutional Cancellation and Refund Policy herein stated.

The non-refundable application fee is \$25.00. Identification Card Fee is \$6.00.

School Insurance Fee \$6.50. Graduation fee is \$60.00.

The Institution has the right to charge a \$5.00 fee, due to late payments of more than thirty-five (35) days. The Institution charges a \$5.00 fee for academic transcripts.

The Institution will apply an administrative fee for withdrawal of \$100.00; if the student wishes to re-apply for admission there will be a \$25.00 non-refundable application fee.

The cost per term to be repeated is \$8.68 per hour in all of the programs with the exception of Make-Up Specialist where the cost per term is \$8.63 per hour.

Institutional Cancellation and Refund Policy

The purpose of the Institutional refund policy is to ensure each student receives a fair and equitable reimbursement. The following policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure to determine whether the institution must refund the student any tuition and fees credited to his/her account from sources other than Title IV financial aid. The Institution refund calculation is based on scheduled hours. The Institution takes daily attendance for each student; therefore, the refund is calculated based on the student's last day of attendance. Any monies due a student who withdraws from the Institution will be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially. If the student does not officially withdraw in accordance with established policy, the last day of attendance will be determined by the school (as an administrative withdrawal) for a refund. The withdrawal will be processed on day 14 from the last day of the student's attendance. The Institution will apply an administrative fee for withdrawal of \$100.00; if the student wishes to re-apply for admission there will be a \$25.00 non-refundable application fee. Official cancellation or withdrawal will occur on the earlier of the dates that:

- A. Any applicant who is not accepted by the Institution will be entitled to a refund of all monies paid, upon being informed of rejection.
- B. If a student, or in the case of a dependent minor his/her guardian, cancels enrollment and demands a refund in writing within three (3) business days of having signed the enrollment agreement, all monies paid will be refunded within three (3) business days of cancellation date except for the non-refundable application fee of \$25.00. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the Institution in person. This clause is effective regardless whether the student has started the program or not.
- C. In the case of cancellation before the start of classes but after the first three (3) days of having signed the enrollment agreement, the student will receive a full refund of all monies paid except for the non-

refundable application fee of \$25.00, within three (3) business days of the cancellation date. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the Institution in person.

D. Official Withdrawal

Any student who on his own initiative withdraws from the program, will be considered an official withdrawal. The withdrawal date will be determined by the postmark on written notification or the date said information is delivered to the Institution in person. In the case of a student who notifies the Institution that he/she will not be returning from an approved Leave of Absence, the date of withdrawal determination shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the Institution that he/she will not be returning. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the Institution in person. The withdrawal date, for refund calculation purposes is always the last day of attendance.

E. Administrative Withdrawal

An Administrative Withdrawal will be processed to any student who is absent for 14 consecutive days without an approved Leave of Absence. The withdrawal date will be day 14 from the last date of attendance. The student who is not making Satisfactory Academic Progress, as determined by the Institution, the date of the withdrawal is the last day of the maximum time frame where the student failed to make Satisfactory Academic Progress. A student will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Breach of rules or regulations established by the Institution, may result in expulsion. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. All cases of administrative withdrawal will be notified to the last known mailing address of the student, informing the reasons that led to the administrative withdrawal. All cases of administrative withdrawal are determined by the Institution through daily monitoring of attendance. The student has seven (7) business days to request an appeal to this decision from the date the administrative withdrawal notification was received. The appeal will be addressed to the Registrar.

- F. If extenuating circumstances exist, the Institution may agree to refund an amount that exceeds this policy's determination. In case of illness, accident, family tragedy or any other circumstance that prevents the student from completing his/her training, the Institution may make a reasonable agreement that is appropriate and fair for both parties.
- G. After three (3) business days of having signed the enrollment agreement and after the start of classes, refunds will be calculated based on schedule hours. Time of attendance is defined as the time between the start date of classes and the last day of the term.
Minimum Tuition Adjustment Schedules:

Percentage of schedule hours	Amount of Total Term Tuition
00.01 a 04.99 %	20% de total de matrícula adeudado
05.00 a 09.99 %	30% de total de matrícula adeudado
10.00 a 14.99 %	40% de total de matrícula adeudado
15.00 a 24.99 %	45% de total de matrícula adeudado
25.00 a 49.99 %	70% de total de matrícula adeudado
50.0 59.99 %	80% de total de matrícula adeudado
60 más %	100% de total de matrícula adeudado

- H. The Institutional refund policy is calculated using the scheduled hours divided by the total hours in the term; the result is the same as the percentage attended multiplied by the total cost of the program term payment. The remainder of the owed balanced, will be credited to the student.
- I. Cancellation after attendance has begun, but prior to 60% completion of the program will result in a refund computed from the number of scheduled hours of the total hours for the term.

- J. Cancellation after completing 60% of the program will result in no refund.
- K. If a Program is cancelled after the student's enrollment, and before instruction in the program has begun, the Institution shall at its option:
 - 1. Provide completion of the program; or
 - 2. Provide a full refund of all monies paid
- L. If the Institution cancels a Program and ceases to offer instruction after students have enrolled and instruction has begun, the Institution shall at its option:
 - 1. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - 2. Provide completion of the program; or
 - 3. Participate in a Teach-Out Agreement; or
 - 4. Provide a full refund for all monies paid.
- M. If the Institution closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the Institution will any of the following:
 - 1. Provide a pro-rata refund or
 - 2. Participate in a teach-out.
- N. The Institution maintains evidence that Institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.
- O. Any and all collection procedures shall reflect ethical business practices and acknowledge the Institutional Cancellation and Refund Policy herein stated. 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 Institutional Cancellation and Refund Policy.

Methods and Frequency of Pell Grant Payments

- A. **Method of Payment** – Payment of grant are made by a credit to the student's account through a payroll system.
- B. **Payment Procedure** - After the student is enrolled, the attendance of classes is verified through a Report of Satisfactory Academic Progress certified by the Registrar's Office based on the attendance certified by the teacher. The student must achieve Satisfactory Academic Progress, as defined by the institution and then proceeds to make a payroll, in order to credit the money to the student's account.
- C. **Payment Frequency** – One disbursement is made each term study. The allocation of Federal Pell Grant of every student of the institution will be divided in two disbursements, in the fiscal year according a general policy. These corresponds to two payment periods during the academic year. Any student who begins shall have the right to a first disbursement "automatically", after having satisfied all of the eligibility requirements. To be eligible for subsequent disbursements, consider the following policy and/or "Exceptions" that apply:
 - a. First Disbursement - at any moment.
 - b. Second Disbursement - after having completed 450 hours equivalent to 15 credits with the Satisfactory Academic Progress.
 - c. Third disbursement – for the programs that apply, after having completed 900 hours equivalent to 30 credits if they maintain eligibility and if has an approved FAFSA for the next fiscal year.

Credit Balances

Title IV funds are federal funds used for school tuition. Federal regulations state that any excess arising in the student's account due to these funds, must be refunded to the student unless the institution has a signed authorization by the student and / or family member to retain it as credit balance. This authorization is voluntary and is valid until the student has completed the program or withdraws. The student may decide to cancel in writing at any time the authorization. In addition, if the credit balance arises in the student's account due to a personal payment or non-federal funds or any other alternative source, the institution's policy is to retain said credit balance, until the student completes the program or withdraws. If at the end of the program or because of withdrawal, the student's account still reflects a credit balance, it will be reimbursed within the next fourteen (14) days.

Graduate students will be reimbursed after finishing the program, even when the reimbursement is reflected prior to completion.

If student expenses are covered by an agreement between the institution and a government agency or other benefactor, the credit balance will be refunded to that third-party provider.

TUITION AND FEES

- Application Fee (non-refundable) \$ 25.00
- Graduation-Fee \$ 60.00.
The institution has its graduation once a year.
- Identification Card Fee \$6.00
- School Insurance Fee \$6.50
- Equipment Cost \$205.00
*Equipment cost is subject to supplier's cost.

The Institution has the right to charge a \$5.00 fee, due to late payments of more than thirty-five (35) days.

The Institution charges a \$5.00 fee for academic transcripts.

The institution will apply an administrative withdrawal fee of \$100.00; if the student wishes to apply for re-admission there will be a \$25.00 non-refundable application fee.

The cost per term to be repeated is \$8.68 per hour in all of the programs with the exception of Make-Up Specialist where the cost per term is \$8.63 per hour.

Programs Costs (Tuition)

Cosmetology	Tuition Cost	\$ 11,720.00
Master Coiffure	Tuition Cost	\$ 11,720.00
Barbering	Tuition Cost	\$ 11,720.00
Master Barber Stylist	Tuition Cost	\$ 11,720.00
Nail Technician	Tuition Cost	\$ 11,720.00
Make-Up Specialist	Tuition Cost	\$ 7,770.00
Facial, Corporal, Esthetics & Make-Up	Tuition Cost	\$ 11,720.00

Any and all collection procedures shall reflect ethical business practices and acknowledge the Institution's Cancellation and Refund Policies herein stated.

Note:

All costs mentioned in this catalog are subject to change. If so, an attached sheet will be included.

The Costs presented here replace any costs mentioned in any and all other parts of the catalog of the year 2023.