

**CENTUREON INSTITUTE**  
*The School of the People®*  
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## **REFUND AND CANCELLATION POLICIES**

A student must officially drop or withdraw from a class by the published deadlines in order to receive payment credit. No refunds or waivers will be granted for drops after the Add/Drop deadline (7 days from the start date) unless the class is cancelled by the Institute. There is no prorated refund schedule. Dropping classes is the student's responsibility.

Refunds will be made within 30 days of the date that the Institute determines the student has withdrawn. Students will receive a refund in the form of original payment, excluding cash. If payment was made by credit card, the refund will be credited back to the credit card used. If payment was made by cash or check, the refund check will be mailed to the student's address on record. Students must ensure that their correct mailing address is on file with the Office of the Registrar. Students should contact the Registrar to update student records.

Refunds cannot be carried forward for credit to the next semester's registration. Refunds are processed after all fees or obligations owed to the Institute are met.

### **CANCELLATION REQUESTS**

Requests for cancellation must be made in person or in writing to the student's Admissions Representative. All monies paid by an applicant will be refunded if requested within three calendar days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the Institute, is entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the program, but in no event, may the Institute retain more than \$150.

### **REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTE**

If tuition and fees are collected in advance of the start date of a program and the class is canceled due to insufficient enrollment, any payments made by the prospective student who has not withdrawn will be refunded within 30 calendar days of the date that the

Institute cancels the class. The Institute may accept return of unmarked/unused textbooks, scrubs, or unopened kits within 10 days of withdrawal if the items are found to be in new condition as determined by the Institute.

### **REFUNDS FOR STUDENTS WHO WITHDRAW BEFORE THE END OF ADD/DROP**

If the applicant cancels before the end of the final day of the Add/Drop period, or does not begin a class, the student will be refunded the tuition and refundable fees already collected within the applicable timeframe. Students will not be refunded the registration fee, application fee, fees for non-refundable books or materials, insurance application fee, or any other non-refundable fee disclosed to the student or specified in the Institute's policies. REFUNDS FOR STUDENTS

#### **ENROLLED IN PROFESSIONAL DEVELOPMENT, GENERAL EDUCATION/NONDEGREE, OR LIMITED CONTRACT INSTRUCTION**

Tuition, fees, and instructional charges are non-refundable after the Add/Drop deadline for Professional Development, general education/non-degree, or limited contract programs (programs of 100 hours or less).

### **REFUND POLICY FOR ENROLLMENT TERMINATION**

Tuition and fees are non-refundable for students who withdraw with their last day of attendance falling beyond the Add/Drop period. The Institute will have earned 100% of all tuition and fees associated with the semester.

### **REFUNDS TO STUDENTS NOT ACCEPTED BY THE INSTITUTE**

Students who are not accepted will receive a full refund, except for the application fee and transfer review fee, if applicable.

### **DEADLINE FOR TUITION REFUNDS FOR NON-TITLE IV STUDENTS**

Refunds will be made within 30 calendar days of the last day of attendance.

### **RETURN TO TITLE IV POLICY**

The Federal Return of Title IV funds formula (R2T4) determines the amount of Federal Title IV aid that is to be returned to the federal government, whether it be from the school and/or the student. This federal formula is only applicable to students who are eligible of receiving federal aid, who is withdrawing from the school at any point in time

during the enrollment period. Students do not apply for the R2T4 formula if they have not actually attended the school

### **Official Withdrawals:**

If a student a student wishes to withdraw from the school, they are required to notify the school's Director or the Student Service Officer. This notice by the student may be done via writing or orally, that is in person, by electronic mail, by Certified Mail, or by determination. The withdrawal date of the student is the date the school received the notice from the student, informing that they are withdrawing, the date the notification is received is the date of determination. Once this notification is received, either the school's Director or the Student Services Officer is required to begin the withdrawal process.

### **Unofficial Withdrawals:**

As a school that is required to take attendance, a student's withdrawal date is their last day of physical attendance or their last date of attendance at an academically related activity. For unofficial withdrawals, the school's determination that a student is no longer in school is determined after 14 consecutive days of non-attendance, with no request of leave of absence (LOA), this is further explained in the Leave of Absence section under the section of Student Responsibilities.

### **Title IV Return Policy Formula:**

The federal formula requires a Return of Title IV calculation if the student (based on eligibility criteria) has received or could receive federal financial assistance, this is with all the forms of grants the school is involved with during the period of enrollment. The percentage of Title IV aid earned is equal to the percentage of period of enrollment that was completed as of the date of withdrawal, if this occurs on or before the 60% point of time of enrollment. A pro rata schedule is used in order to determine the amount of Title IV funds the student has earned at the time of their withdrawal. The percentage that has not been earned will be calculated by being subtracted from the percentage of Title IV aid earned from 100%. (This applies to on or before the 60% point). After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds the student received and was scheduled to receive during the period of enrollment. For a student who is withdrawing after the 60% point of enrollment, there will be no unearned funds. However, the school must still determine whether the student is eligible or not for a post-withdrawal disbursement.

The percentage of the period of enrollment completed is calculated by the hours scheduled in the period of enrollment as of the withdrawal date divided by the scheduled clock hours in the period of enrollment.

If the amount that is disbursed to the student is a greater amount than what the student earned, the unearned funds must be returned. If a student receives less Title IV funds

then the amount that was earned, the school, the student, or both must return the unearned funds in a specified order. In reference to the post-withdrawal disbursements, they will first be made from Pell Grant funds (if the student is eligible). In the case that there are current remaining educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Remaining Pell funds of any kind must be released to the student without the student needing to take any action, the funds must be released as soon as possible, with no more than 45 days after the date of determination. Any federal loan program funds that are due in a post-withdrawal disbursement must be offered to the student within 30 days with a 14-day acceptance or cancellation period for the student/parents and the school is required to receive the student/parent's authorization before crediting their account. If the student/parent submits a response in a timely manner accepting all or simply a portion of a post-withdrawal loan disbursement, this is per the student's/parent's instructions, the school will be mandated to disburse the loan funds within 180 days of the date of the institution's determination that the student withdrew. Any inadvertent overpayments of Direct Loan funds will be credited to the student's account balance without requiring their authorization. A school is required to notify a student/parent for a Direct PLUS Loan, this must be a written notice prior to making any post withdrawal disbursement of loan funds, regardless of whether the loan funds will be credited to the student's account or disbursed directly to the student/parent. Necessary information must be included in this notice so that the student/parent is able to determine whether or not they wish to accept any disbursement of loan funds and must be provided within 30 days of the date of a school's determination that a student has withdrawn. In addition, this notice will have to include the confirmation of any post-withdrawal disbursement that the student/parent wishes for the school to make as well as to explain the obligation to repay the loans whether they are disbursed to the student's account or directly to the borrower (Direct Parent PLUS Loan)

The school will not require a student who has withdrawn from the school to pick up a post withdrawal disbursement, the school must take into consideration that the student may have moved out of the area and would be unable to return to the school to pick up a post-withdrawal disbursement. The school is also prohibited from making a post-

withdrawal disbursement of Title IV funds to the account or the estate of a student who has passed away.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations have been made, the credit balance must be used to pay any grant overpayment that exists, this is based on the current withdrawal within 14 days from the date that the R2T4 calculation was done. The overpayment is required to be eliminated prior to the offer of a credit balance to a student.

- Returns must be made as soon as possible to the federal programs but not later than 45 days after the date of determination.
- The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

### **Grant/Loan Programs:**

The following Title IV refund and distribution is used for all FSA students due a refund:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loan
- Federal Pell Grant
- Federal Supplement Educational Opportunity Grant (FSEOG) Program
- Federal Work-Study- Regular or General