

CANCELLATION OF ENROLLMENT AND REFUND POLICIES

Bel-Rea utilizes two withdrawal calculations with all students who discontinue the program for any reason before graduating (*processed in the following order*):

REFUND POLICY	TITLE IV FEDERAL FINANCIAL AID	CASH PAY	VETERAN'S BENEFITS
1) Federal Return of Title IV Funds Policy:	Applicable	<i>Does not apply</i>	<i>Does not apply</i>
2) Colorado State Approved Refund Policy:	Applicable	Applicable	Applicable

The two refund policies determine either the refund of tuition and fees owed to the student by the program, or the balance of tuition and fees owed by the student to the program, at the time of cancellation of enrollment. If a discontinuing student falls under both policies, the more stringent 30-day timeframe will be utilized per the requirement set forth in the Colorado Revised Statutes (23-64-120, Refund Policy).

Information on the refund policies and calculation examples are available through Bel-Rea's Financial Aid Office. Information on withdrawal, school withdrawal, and dismissal is available through Bel-Rea's Registrar. Credit granted for previous training does not impact the refund policies. These policies are subject to change in compliance with Federal and State guidelines.

Refund Policy #1 - Federal Return of Title IV Funds Policy

A refund of tuition and fees owed to a student by the program, or information on any balance owed by the student to the program, is made within 45 days of the date a student fails to enter the program, withdraws, is school withdrawn, is dismissed, or otherwise discontinues the program at any time prior to completion. The student is charged the prorated tuition for each enrollment period up to the 60% point in the quarter (period). Once the student exceeds the 60% point in the quarter, he/she is charged 100% of the tuition cost for the quarter. The percent is calculated by taking the total number of days in the quarter until the last date of attendance and dividing by the total number of days in the enrollment period. The full R2T4 Policy is available at www.belrea.edu/financial-aid or through the Financial Aid Office.

Refund Policy #2 - Colorado State Approved Refund Policy, 23-64-120

A refund of tuition and fees owed to a student by the program, or information on any balance owed by the student to the program, is made within 30 days of the date a student fails to enter the program, withdraws, is school withdrawn, is dismissed, or otherwise discontinues the program at any time prior to completion. The student's last date of attendance of actual classes is the date the school uses in the withdrawal calculation.

A full refund of tuition and fees paid is made if the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same; this provision shall not apply in the event that the school ceases operation.

Before Commencement of Classes:

1. If an applicant is not accepted by the school, a full refund of all monies paid is made.
2. New enrollees have the right to cancel an enrollment contract without an enrollment fee penalty by midnight of the third business day after signing their contract, provided that the enrollee has not commenced training. The cancellation must be provided in writing to Bel-Rea's Chief Operations and Compliance Officer. In these cases, the \$100 enrollment fee and any tuition paid are refunded in full. In computing refunds, the date of cancellation is the date notice of cancellation was received.
3. New enrollees who have not visited the school facility prior to enrollment have the opportunity to withdraw without an enrollment fee penalty by midnight of the third business day following either the regularly scheduled New Student Orientation Day or a tour of the facilities and inspection of equipment, whichever comes first. The cancellation must be provided in writing to Bel-Rea's Chief Operations and Compliance Officer. In these cases, the \$100 enrollment fee and

any tuition paid are refunded in full. In computing refunds, the date of cancellation is the \$100 enrollment fee and any tuition paid are refunded in full. In computing refunds, the date of cancellation is the date notice of cancellation was received.

4. New enrollees have the right to cancel their enrollment at any time before commencement of classes by submitting written notice of cancellation to their Admissions Advisor. In these cases, the \$100 enrollment fee is forfeit.

5. New enrollees may change start dates two times, if needed, before commencement of classes. The \$100 enrollment fee may be used for either one of the next two class start dates following the initial postponement. Tuition is charged at the rate of the actual class start.

After Commencement of Classes:

Students may voluntarily cancel their enrollment at any time by meeting with Bel-Rea’s Student Services Coordinator and then submitting a written withdrawal form to the Registrar in person, by email, or by certified mail.

PERCENTAGE OF PROGRAM ATTENDED*:	AMOUNT OF FULL PROGRAM TUITION REQUIRED (Based on 2018 Tuition)**:	CORRESPONDING FULL PROGRAM TUITION REFUND PERCENTAGE (From The Colorado State Approved Refund Policy)
1% to 10% of program:	\$3,190.00 plus a \$100 cancellation charge	90% less \$100 cancellation charge
10.001%-25% of program:	\$7,975.00 plus a \$100 cancellation charge	75% less \$100 cancellation charge
25.001%-50% of program:	\$15,950.00 plus a \$100 cancellation charge	50% less \$100 cancellation charge
50.001%-75% of program:	\$23,925.00 plus a \$100 cancellation charge	25% less \$100 cancellation charge
75.001%-99.999% of program:	Total contracted amount of \$31,900.00 plus a \$100 cancellation charge	No refund

**Time Based: The percentage completed is rounded to the nearest week entered or completed by the student. There are 87 weeks in the total program. Number of weeks entered or completed divided by the number of weeks in the total program = percentage completed. Note: A percentage shift may occur during an academic quarter.*

***Amount does not include books and supplies. Approved transfer credits and retake fees owed impact the total amount required by the program. Financial aid that must be returned, cash and financial aid payments received by the school, and advances affect a withdrawing student’s final balance.*