

# Mid-America College of Funeral Service Refund Policy



## Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

## Refund Policy

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a. The last day of attendance, if the student is terminated by the school;
  - b. The date of receipt of written notice from the student; or
  - c. Ten school days following the last date of attendance.
3. For students who are paying tuition exclusive of financial aid, the following Indiana Commission on Proprietary Education Refund Policy policies shall be in effect:
  - a. If a student withdrawing from any quarter of instruction, after starting the instructional program at Mid-America College and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of quarterly tuition less an administrative fee of \$100.00.
  - b. A student withdrawing from any quarter of instruction, after attending more than one week but equal to or less than twenty-five percent of the duration of the quarter, is entitled to a refund of seventy-five percent of the cost of the quarterly tuition less an administrative fee of \$100.00.
  - c. A student withdrawing from any quarter of instruction, after attending more than twenty-five percent but equal to or less than fifty percent of the duration of the quarter, is entitled to a refund of fifty percent of the cost of the quarterly tuition less an administrative fee of \$100.00
  - d. A student withdrawing from an quarter of instruction, after attending more than fifty percent but equal to or less than sixty percent of the duration of the quarter, is entitled to a refund of forty percent of the cost of quarterly tuition less an administrative fee of \$100.00.
  - e. A student withdrawing from any quarter of instruction, after attending more than sixty percent of the duration of the quarter is not entitled to a refund.

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4. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.