

Indiana Refund Policy

Location of Regulation #1

- ❖ 2014 Indiana Codes 21-18.5-6-11: *Authorization Standards*
- ❖ Indiana Statement of Authorization and Indiana Uniform Refund Policy

Refund Timeframe

- ❖ **Ground Policy:** Any refund due to a student shall be paid by the school within thirty-one (31) days of the request for withdrawal from the program
- ❖ **Online Policy:** Any refund due to a student shall be paid by the school within thirty-one (31) days of the request for withdrawal from the program

App. Fee/Right to Cancel

- ❖ **Ground Policy:** If a student cancels their enrollment within six (6) business days all monies must be refunded. After day 6, schools may retain an app/enrollment fee of 10% of the total tuition (not to exceed \$100)
- ❖ **Online Policy:** If a student cancels their enrollment within six (6) business days all monies must be refunded. After day 6, schools may retain an app/enrollment fee of 20% of the total tuition (not to exceed \$100)

Method for Calculating the Refund

- ❖ **Ground Policy:**
 - ✓ Refunds based on Proportion of Total Course or Program Taught by Date of Withdrawal

During Week 1 = 90% refund
After Week 1 – 25% = 75% refund
25.1% - 50% = 50% refund
50.1% - 60% = 40% refund
60.1% – 100% = 0% refund

- ❖ **Online Policy:**
 - ✓ Refunds based on Proportion of Total Course or Program Taught by Date of Withdrawal

0% - 10% = 90% refund
10.1% - 24.9% = 75% refund
25% - 49.9% = 50% refund
50% - 74.9% = 40% refund
75% – 100% = 0% refund

Additional Notes

- ❖ Date of Regulation: Last updated 10/18/2013
- ❖ If an institution utilizes refund policy of their accrediting body or the Dept, the school should be able to provide a final refund calculation based upon the Board's request showing that it is more beneficial for the student than the Board's policy
- ❖ If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program **within three (3) days** then they are due a full refund