

## **Central School Of Practical Nursing (CSPN) Refund / Tuition Policy.**

The program consists of two payment periods: Payment Period 1 (Levels 1 and 2) and Payment Period 2 (Levels 3 and 4). Once enrolled\*, a student **agrees to pay in full (subject to the schedules below) the balance due for each payment period** for which the student has attended at least one day.

For payment purposes, a student will be classified into one of the following categories:

- A) **Self Pay** - the student has paid for the entire payment period(s) out of his or her own pocket. No financial aid offered by CSPN has been utilized. Out of Pocket Payments (OOPP) are cash, check or credit card payments made to CSPN for the student's tuition.
- B) **Full Aid** – The student has not made any OOPP towards their tuition. The student has utilized enough financial aid offered by CSPN to cover all of the tuition for the payment period(s).
- C) **Split Pay** – The student has both made OOPP and used financial aid offered by CSPN to pay for the tuition for the payment period(s).

Note: Any financial aid obtained by the student outside of the financial aid offered by CSPN is considered an out of pocket payment (ex: the student's employer has paid for all or a portion of their tuition).

### **REFUNDS\*\***

If a student withdraws or is dismissed from the program **for any reason\*\*\***, the student may receive the following refund for out of pocket payments (OOPP) submitted for the applicable payment period:

- a) **100%** of OOPP made will be refunded to the student if he/she withdraws prior to the start of the payment period. (see item IV above)
- b) **75%** of OOPP made will be refunded to a student who withdraws or is dismissed **within the 1<sup>st</sup> week** of the payment period.
- c) **50%** of OOPP made will be refunded to a student who withdraws or is dismissed **within the 2<sup>nd</sup> week** of the payment period.
- d) **25%** of OOPP made will be refunded to a student who withdraws or is dismissed **within the 3<sup>rd</sup> week** of the payment period.
- e) **0%** of OOPP made will be refunded to a student who withdraws or is dismissed **after the 3<sup>rd</sup> week** of the payment period.

### **TUITION**

If a Full Aid or Split Pay student withdraws or is dismissed from the program **for any reason\*\*\***, that student is responsible to make OOPP to cover the balance of the student's invoice (for the payment period(s) attended) now due as a result of that student losing all or part of any financial aid offered by CSPN, which had been previously awarded and credited to the student's invoice.

The student will be responsible to pay the following tuition for the applicable payment period per the following schedule:

- a) **0%** of the Payment Period Tuition for a student who withdraws or is dismissed **prior to the start** of the payment period. (see item IV above)
- b) **25%** of the Payment Period Tuition for a student who withdraws or is dismissed **within the 1<sup>st</sup> week** of the payment period.
- c) **50%** of the Payment Period Tuition for a student who withdraws or is dismissed **within the 2<sup>nd</sup> week** of the payment period.
- d) **75%** of the Payment Period Tuition for a student who withdraws or is dismissed **within the 3<sup>rd</sup> week** of the payment period.
- e) **100%** of the Payment Period Tuition for a student who withdraws or is dismissed **after the 3<sup>rd</sup> week** of the payment period.

CSPN will invoice the withdrawn or dismissed student for any unpaid balance. CSPN reserves the right to use any remedy available at the School's disposal to collect the unpaid balance. Remedies include but are not limited to the utilization of collection agencies and/or the court system.

Details of the Department of Education's R2T4 (Return of Title IV funds) calculations will be provided to a withdrawn or dismissed student. General R2T4 policy guidelines are available upon request.

## **Central School Of Practical Nursing (CSPN) Refund / Tuition Policy. (Continued)**

\*Please refer to the student's signed copy of the **Enrollment Agreement**.

\*\*Refunds will be made to the student via check. If CSPN is able to determine that OOPP was made by an individual on behalf of the attending student, the refund will be made to that individual and not the student.

\*\*\*Withdrawal or Dismissal Reasons, include but are not limited to the following: 1) the student voluntarily withdraws from the program, 2) the School dismisses the student for drug usage, academic failure, clinical unsafe practices or other situations. Additionally, the student may be dismissed if he/she is physically unable to complete the program due to incarceration or incapacitation.