

## Laurus College Tuition, Cancellation and Refund Policies

### Tuition

#### a) Current Schedule of Charges

*Except where noted, all tuition and fees are mandatory and are subject to change. In the event of a change in tuition or fees, students will be given notification of the changes prior to the changes taking effect at the college. If a student needs to retake a course due to withdrawal or failure of the course, the student will be financially responsible to pay for the retaken course at the current tuition rate, which will add cost to the total amount quoted for the Associate or Bachelor's Degree program being sought.*

#### Program Tuition and Fees Effective January 4, 2021:

Degree / Program Title <i>OA = Occupational Associate AS = Associate of Science BS = Bachelor of Science</i>	Credit Hours	Registration Fee	Technology Package	Program Fees**	CE Fees	Tuition	Total Program Costs*
OA Digital Arts and Computer Animation	100	\$100	\$1,750	\$2,000	N/A	\$40,000	\$43,850
OA Information Technologies and Network Systems	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
OA Medical Billing and Coding	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
OA Professional Business Systems	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
OA Web Design	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
AS Audio Video Production	100	\$100	\$4,000	\$2,000	N/A	\$40,000	\$46,100
AS Business Administration	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
AS Information Technologies and Network Systems	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
AS Visual Design and Multimedia	100	\$100	\$1,750	\$2,000	N/A	\$40,000	\$43,850
AS Web Design	100	\$100	\$1,250	\$2,000	N/A	\$40,000	\$43,350
BS Audio Production	190	\$100	\$4,000	\$3,800	\$5,000	\$76,000	\$88,900
BS Business Systems Management	190	\$100	\$1,250	\$3,800	\$500	\$76,000	\$81,650
BS Digital Arts and Computer Animation	190	\$100	\$1,750	\$3,800	\$750	\$76,000	\$82,400

BS Information Technology Systems Management	190	\$100	\$1,250	\$3,800	\$500	\$76,000	\$81,650
BS Web Design and Development	190	\$100	\$1,250	\$3,800	\$500	\$76,000	\$81,650

\*“Total Program Costs” represents the total charges to be paid to the College for the educational program. The total program tuition listed above is for first-time students, with no credit transfer.

- Technology Package includes school-issued Laptop, Software, and E-textbook Subscription. **For the Audio and Video Production programs, the technology package also includes a video camera and digital work station equipment.** This fee is non-refundable after the cancellation period.
- Program Fees charged at \$100 per course (fee covers Academic, Technology and Library Resources) *\*\*Refundable Fee; all other fees are non-refundable.*
- Continuing Enrollment (CE) Fees are charged after 100 credits are attempted in order to cover additional software and e-textbook subscriptions for students enrolled in a Bachelor’s program. **For the Audio Production Bachelor's program, the CE fee also covers a student's audio production kit which includes a sequencer, control station, mixer, and other vital components.**

#### General Fees

Official Transcript Request Fee .....\$10 per transcript  
 Returned Check Charge .....\$30  
 STRF Fee .....\$0.50 for every \$1,000 (rounded to the nearest \$1,000)

**Please note that you are responsible for the amount of total program costs. If you obtain a student loan, you are responsible for repaying the loan amount plus any interest.**

#### b) Other Charges

Beyond those listed in this Current Schedule of Charges there are no other expenses *required* of the student to be paid to the college. Laurus College may sponsor events at the school or offer items for purchase, which the student may elect to participate in at the expense of the student.

#### c) Cost of Attendance

Laurus College does not provide or offer student housing. To assist in planning the entire cost of attendance, the estimate for room and board and transportation is \$1,031 per month for students living at home and \$1,934 for students living independently.

#### d) Payment Schedule

Tuition is due and payable when indicated by the enrollment agreement signed by the student. If a tuition payment check is returned due to insufficient funds, Laurus College reserves the right to drop all current and future classes for that student. Students will be notified of this action and assessed a return check charge. Laurus may require students who have written multiple non-sufficient fund checks to make all future payments by cashier’s check, cash, or money order. Laurus College reserves the right to modify tuition at any time, though the cost of tuition specified in any enrollment agreement will be valid during the time the agreement is in effect. Students attending school through Workmen’s Compensation or Veteran’s Affairs should work with his or her Vocational Rehabilitation counselor to arrange approval for payment to the school.

### **e) Refunds Cancellation and Refund Policies**

Students are accepted and enrolled for classes with the understanding that they will remain for the entire course. The college's refund policy is designed so students who withdraw from class share in the costs incurred by the college for students who do not complete courses in which he or she has enrolled. Students must inform the Chancellor or the Registrar of the college immediately in writing of their intent to withdraw from the program.

Refunds are processed and mailed within thirty calendar days from the date the College is notified of the student's intent to withdrawal, or in the absence of notification, from the date the College determines the student is to be withdrawn. All refunds are mailed to the student's home address, unless funding has been arranged through a third party. Students are encouraged to confirm their contact information is up to date and that the address on file is correct. The College's cancellation and refund policies are described below.

#### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period (see Withdrawal from the Program section which follows).
2. If a student wishes to cancel his or her enrollment, the cancellation request must be made in writing and sent directly to the Chancellor or the Registrar of the College. The notice of cancellation is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Written notice of cancellation may be sent to the College at: LAURUS COLLEGE, 421 East Betteravia Rd., Santa Maria, CA 93454, by mail or by hand delivery. If notice of cancellation is sent by mail, it is effective when deposited in the mail properly addressed with proper postage.

Written notice of cancellation may also be sent to the College via email: registrar@lauruscollege.edu. If notice of cancellation is sent by e-mail, it is effective when sent. However, **the student must confirm that the email was received by the College for the cancellation notice to be valid.** Students submitting a written notice of cancellation via email should request a 'read receipt' from the College. If the student does not receive an email confirmation from the Registrar within 24 hours of submitting, the student should call the Registrar at 805.267.1690.

3. If the Enrollment Agreement is cancelled the school will refund the student, any money he/she paid, less a registration or administration fee not to exceed \$100.00.

## **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current 10-week payment period. Days completed are determined from the start of the payment period through the last day of attendance or educationally related activity in your program. Subtracted from the refund will be a registration or administration fee not to exceed \$100.00, Technology Package fees, and Continuing Enrollment fees (if applicable). If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition and program fees for the period is considered earned in full and the student will receive no refund. If the student received Title IV Funds, the Return to Title IV Funds calculation, as described below, is performed first to determine the amount in Title IV funds the student is entitled to receive/retain.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

**Refund example:** A student enrolls in a Degree Program, and is charged \$4,000 in tuition and \$200 in program fees for the 10 credits, over 10 weeks enrolled. The student pays the full \$4,000 in tuition and \$200 in program fees = \$4,200. The payment period is 10 weeks in length, representing 68 days. If a student stops attending at the end of the 4th week, or after 26 days, the % of time elapsed in the payment period is 26/68, or 38%. The amount of tuition the College would refund is \$2,480 ( $\$4,000 \times 62\%$ ) and the amount of program fees the College would refund is \$124 ( $\$200 \times 62\%$ ), less a registration or administration fee not to exceed \$100.00, and less the Technology Package fee which is non-refundable since the student retains all of the equipment, software and subscriptions included with the Package.

If the student withdraws after their initial 100 credits attempted in a Bachelor's program, the Continuing Education fee is also non-refundable since the student retains all of the software and subscriptions included with the fee.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the

student. Refunds will be issued by check and mailed to the student's address on file within 30 days of notification or determination of a student's withdrawal.

**g) Transcripts and Official School Records**

If the student owes a remittance, the school may withhold a student's transcript or grades. If the student has made partial payment of his or her tuition obligation, the school may withhold the portion of the grades or transcript that corresponds to the amount of tuition obligation the student has not paid. The school may release only the portion of the grades or transcript that corresponds to the amount of tuition the student has fully paid to the college.