

## Refund Policy

The EWC Pro Rata Refund Policy is based on Oregon Administrative Rules (OAR 581-045-0036).

(1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following: (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded. Enrollment agreements are signed and dated by both the student and an authorized school official. The date of enrollment is the date the enrollment agreement is signed by both the student and the school official, whichever is later. (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of an academic term, the student shall be charged according to the last date of attendance. The student shall be entitled to a pro rata refund of the tuition (a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance) when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student. (d) If withdrawal or termination occurs after completion of 50 percent or more of the academic term, the student shall be obligated for the tuition charged for the entire term and shall not be entitled to any refund; (e) The portion of the academic term for which the student will be charged is determined by dividing the total number of scheduled hours in the term into the number of hours accrued as of the last date of attendance according to the published term schedule.

(2) The term "tuition" means the charges for instruction including any lab fees. Tuition does not include application fees, registration fees, or other identified program fees and costs. EWC does not issue credits or refunds for books, supplies or any fees except lab fees.

(3) The school shall not charge a withdrawal fee of more than \$25.

(4) When a cancellation, withdrawal or termination occurs, a calculation of all allowable charges shall be made. If such calculations evidence that the school received total payments greater than its allowable charges: (a) Within 40 days after the date of determination of such cancellation, withdrawal or termination a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges; (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail, but only with respect to the covered portions thereof; (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.