

Indiana State Refund Policy

Statement of Authorization

The following statement will be the only authorized statement and is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials.

**This institution is authorized by:
The Indiana Commission for Higher Education/
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206**

You may insert the statement in your present catalog and distribute it with your brochures and other related promotional materials; however, the new printing of the institution's catalogs, brochures, and other related promotional materials must contain the required statement.

Indiana Uniform Refund Policy

If a postsecondary educational institution utilizes a refund policy of their recognized regional/national accrediting body or the current United States Department of Education (USDOE) Title IV refund policy, the postsecondary educational institution must provide written verification in the form of a final refund calculation, upon the request of the Commission/Board, that its refund policy is more favorable to the student than that of the Commission's/Board's. Postsecondary educational institutions accredited by a regionally/nationally recognized accrediting body must uniformly apply the Commission's/Board's tuition refund policy or the refund policy of their recognized accrediting body, as previously approved by the Commission/Board to all first-time students enrolled. Postsecondary educational institutions using a refund policy other than that of the Commission's/Board's must list the complete policy and its location in the institutional catalog and the enrollment agreement.

Institution's Onsite Refund Policy

The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary educational institution, except as noted in:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

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- (A) The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
 - (B) The student does not meet the postsecondary educational institution's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
 - (D) 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.
- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
 - (6) A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Institution's Online Refund Policy

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

- (A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.

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- (B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.
- (C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
- (D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
- (E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
- (F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
- (G) After completing 75% of assignments, the student is responsible for total tuition.
- (H) The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
- (I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
- (J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

NOTE: This refund policy was updated as of 2/6/2019 and all withdrawals moving forward from this date must follow the above refund policy

Mid-America College of Funeral Service - Indiana State Refund Policy

On Ground Refund Policy			Withdrawal by Date for % of Tuition Refund					
Quarter Start Date	Quarter End Date	# of Days	100%	90%	75%	50%	40%	0%
1/8/2019	3/22/2019	74	1/10/2019	1/14/2019	1/25/2019	2/13/2019	2/20/2019	2/21/2019
4/9/2019	6/21/2019	74	4/11/2019	4/15/2019	4/26/2019	5/15/2019	5/22/2019	5/23/2019
7/9/2019	9/20/2019	74	7/11/2019	7/15/2019	7/26/2019	8/14/2019	8/21/2019	8/22/2019
10/8/2019	12/20/2019	74	10/10/2019	10/14/2019	10/25/2019	11/13/2019	11/20/2019	11/21/2019
1/7/2020	3/23/2020	77	1/9/2020	1/13/2020	1/25/2020	2/13/2020	2/21/2020	2/22/2020
4/7/2020	6/22/2020	77	4/9/2020	4/13/2020	4/25/2020	5/14/2020	5/22/2020	5/23/2020
7/7/2020	9/21/2020	77	7/9/2020	7/13/2020	7/25/2020	8/13/2020	8/21/2020	8/22/2020
10/6/2020	12/21/2020	77	10/8/2020	10/12/2020	10/24/2020	11/12/2020	11/20/2020	11/21/2020

Distance Learning Refund Policy			Withdrawal by Date for % of Tuition Refund					
Quarter Start Date	Quarter End Date	# of Days	100%	90%	75%	50%	25%	0%
1/8/2019	3/22/2019	74	1/13/2019	1/14/2019	1/25/2019	2/13/2019	3/3/2019	3/4/2019
4/9/2019	6/21/2019	74	4/14/2019	4/15/2019	4/26/2019	5/15/2019	6/2/2019	6/3/2019
7/9/2019	9/20/2019	74	7/14/2019	7/15/2019	7/26/2019	8/14/2019	9/1/2019	9/2/2019
10/8/2019	12/20/2019	74	10/13/2019	10/14/2019	10/25/2019	11/13/2019	12/1/2019	12/2/2019
1/7/2020	3/23/2020	77	1/12/2020	1/13/2020	1/25/2020	2/13/2020	3/3/2020	3/4/2020
4/7/2020	6/22/2020	77	4/12/2020	4/13/2020	4/25/2020	5/14/2020	6/2/2020	6/3/2020
7/7/2020	9/21/2020	77	7/12/2020	7/13/2020	7/25/2020	8/13/2020	9/1/2020	9/2/2020
10/6/2020	12/21/2020	77	10/11/2020	10/12/2020	10/24/2020	11/12/2020	12/1/2020	12/2/2020