



# Ohio Institute of Allied Health

School of Integrative Healthcare

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**Policy Number:** BUR 01

**Department:** Bursar

**Effective Date:** 01/01/2013

**Next Review Date:** 03/04/2022

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**Subject:** Refund Policy (Compliance with Ohio Administrative Code 4723-5-12)

**Purpose:** To provide students with the necessary information concerning refunds.

**Policy:**

OIAH has a fair and equitable refund policy for the refund of tuition, fees and other Institutional charges, in the event the Institution cancels a class or if a student does not enter or does not complete a period of enrollment for which the student has been charged. The Institution's refund policy is published in both the catalog and on the enrollment agreements and is uniformly administered. The policy is as follows:

Refunds, when due, must be made without requiring a request from the student.

An enrollment agreement or application may be cancelled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

The state refund policy or a straight pro rata refund policy at the discretion of the school must be uniformly applied to all students, unless the use of federal or state financial aid funds mandates the use of the refund policy prescribed by another governmental entity.

Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.00.

Refunds shall be made within thirty (30) days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

OIAH refund policy for programs organized on a credit hour basis.



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- A student who starts class and withdraws during the first full two calendar weeks of the quarter shall not be obligated for the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

## OIAH Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

At OIAH for any programs longer than 12 months that financially obligate the student for any period of time beyond 12 months OIAH shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Institutions above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a non-public institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

## OIAH Nursing Education Programs Note

For clarification purposes, the refund schedule applies to direct tuition only and is based upon current quarter the student is enrolled for. The refund policy does not apply to associated uniform cost, shoes, books, identification, background research, program laboratory fees or required ATI testing (unless uniforms, shoes, and/or books have not been delivered or are in resalable condition, pursuant to State Rule 3332 -1-10.1). There is no refund for lack of successful completion of a course or nursing program.

School Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_