

# THE SOMA INSTITUTE

THE NATIONAL SCHOOL OF CLINICAL MASSAGE THERAPY

## **ADDENDUM to HEALTH & WELLNESS COACHING CERTIFICATE PROGRAM CATALOG 2016**

**Effective from April 1, 2016, the Cancellation & Refund Policy as it appears on pp. 13-14 of the Catalog is replaced by the following:**

### **Cancellation & Refund Policy**

Per Section 60 of The Private Business & Vocational Schools Act 2012 as administered by the Illinois Board of Higher Education, “[s]chools that are accredited by an accrediting body recognized by the U.S. Department of Education and approved to participate in offering Federal Title IV student financial aid may apply the required federal refund policy as long as the same policy is applied to all students even if they are not eligible for federal financial aid.”

For all students, therefore, The Soma Institute adheres to a refund policy which is in accordance with the Accrediting Council for Continuing Education and Training (ACCET). A copy of the Refund Policy is an integral part of the enrollment agreement.

### **Policy of the Accrediting Council for Continuing Education & Training (ACCET)**

#### **General Requirement:**

An institution must not obligate a student for more than twelve (12) months at a time. Refund computations must apply to the stated charges attributable to the given period of financial obligation.

#### **Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five(45) calendar days from the last date of attendance.

#### **Rejection and Cancellation before the start of class:**

1. If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant less a maximum application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable
2. If an institution cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the student.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. The only exception is for an international student recruited from outside the United States or its territories, receives an I-20 from the Institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may retain a maximum total of \$500 for any non-refundable charges clearly identified in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

**Cancellation after the start of class (optional student trial period):**

An institution may consider a withdrawal as a cancellation or no show (for example, within the first 15 calendar days of the program schedule) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200.00, if such charges are clearly noted in the enrollment agreement as being non-refundable.

**Withdrawal or Termination After Start of Class: Programs less than 300 clock hours or equivalent**

For short-term programs such as workshops, seminars and similar programs, institutions shall establish a refund policy in order to promote good will through a fair and equitable policy. Accordingly, the School shall refund *prorata* up to 60% completion of the course.

**NOTE:** The tuition amount to be used in the calculation above will be the full tuition of \$2,150.00 regardless of whether it is being paid in full with discount or by payment plans.

June 21, 2016