



CANCELLATION, REFUND, WITHDRAWAL AND RETURN TO TITLE IV POLICY

CANCELLATION POLICY

If the Applicant cancels this Agreement within 5 days of signing, all monies paid will be refunded in full. If the application is not accepted by the school, all monies paid by the Applicant will be refunded in full. Applicants who have not visited the school facility prior to enrollment may cancel without penalty within 5 days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment. A student may cancel his/her enrollment at any time.

If student wishes to cancel it should be made in writing to the director of the school.

REFUND LAW (AS PER M.G.L. CHAPTER 255, SECTION 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within 5 days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in Paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in Paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in Paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in Paragraph 7.
7. If you terminate this agreement after the initial five-day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

All refunds to the student in the case of withdrawal or termination will be made within (45) forty-five days from the official date of withdrawal (date of determination), and all charges will be determined based on the student's last day of attendance. The refund policy above will be applied to each academic year of the program.

Our administrative costs equal \$50.00.

For HVACR Technology Program only – The above refund policy will be applied to the academic year that a

student is withdrawing from.

Additional Massachusetts Law (As Per M.G.L. 230 CMR 15.04(5), (6), (7) and (8))

(5) After April 1, 2017, if a School allows a student to begin participation in a Program while an initial award for financial aid, including student loans, is pending, and the student subsequently is denied some or all of that student loan or financial aid amount, the School shall offer that student in writing an opportunity to terminate the enrollment agreement with a full refund of all Monies Paid, less actual reasonable administrative costs as defined under M.G.L.c.255, section 13K.

(6) In addition to the requirements of M.G.L.c.255, section 13K, for programs beginning after April 1, 2017, prior to the completion of five school days or five percent of the Program, whichever occurs first, a School shall afford a student the opportunity to withdraw with a full refund of all Monies Paid, less (1) actual reasonable administrative costs as defined under M.G.L.c.255, section 13K; and (2) actual reasonable costs of non-reusable supplies or Equipment where a School reasonably provided the student with the supplies or Equipment, so long as the student receives the refund to which they are entitled under M.G.L.c.255, section 13K. Provided, however, that this provision shall not apply to: (1) Programs not subject to division approval; and (2) Programs 80 hours or less in duration and \$2,000 in total cost.

(7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the school shall:

- (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
- (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination

(8) If a student stops attending but does not withdraw in accordance with the School's withdrawal policy, the school shall:

- (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
- (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest.
- (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
- (d) provide the calculation and any refund within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

This school is licensed by the Office of Private Occupational School Education.

RETURN OF TITLE IV FEDERAL STUDENT AID

Federal regulations specify how NETTTS determines the amount of Title IV program assistance that you earn if you withdraw from school. Title IV programs that are covered by this law applicable at NETTTS are Federal Pell, Direct Loans, and Direct PLUS Loans.

At NETTTS you can be withdrawn from school officially or unofficially. If you withdraw officially you must notify the school in writing or by verbal communications with the Registrar's office, that it is your intention to withdraw from school. When you officially withdraw from school, NETTTS will use the date that you communicated with the Registrar's office as your date of determination. The school may unofficially withdraw you for non-attendance. For students that are unofficially withdrawn the school will use 14 days from the last date of attendance for the date of determination.

Though your aid is posted to your account at the start of each payment period, you earn the funds as you complete the payment period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or NETTTS or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance that you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that payment period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, NETTTS must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt.

NETTTS may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. NETTTS needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow NETTTS to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or NETTTS or parent receive on your behalf) excess Title IV program funds that must be returned, NETTTS must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

NETTTS must return this amount even if it didn't keep this amount of your Title IV program funds.

If NETTTS is not required to return all of the excess funds, you must return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct Plus loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with NETTTS or the Department of Education to return the unearned grant funds.

The requirements for Title IV Return Policy when you withdraw are separate from any refund policy that NETTTS may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. NETTTS may also charge you for any Title IV program funds that NETTTS was required to return. If you don't already know or recall our institutional refund policy, it can be found within this catalog. Also, this catalog contains the requirements and procedures for officially withdrawing from NETTTS.

NETTTS will perform a R2T4 calculation within 30 days of the date of determination. If a return of federal financial aid is due. NETTTS will refund the amount of federal financial aid due as soon as possible but no later than 45 days after the school determines the student has withdrawn.

If you have questions about your Title IV program funds, you can inquire at the school's financial aid office.

RETURN OF FUNDS POLICY

The policy of NETTTS is to distribute the proceeds of return to the origination source in the following order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Direct Parent Loan (PLUS), Federal PELL Grant.

If a credit balance remains after the above process has been completed, the school will honor the student's authorization to reduce a Federal loan obligation within 14 days of performing the R2T4 calculations. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student within 14 days of the R2T4 calculation.

For any additional information needed or if you have specific questions, please contact the Administrative Offices.