



Ohio Institute of Allied Health

School of Integrative Healthcare

Policy Number: BUR 01

Department: BURSAR

Effective Date: 1/1/2013

Next Review Date: 7/18/2024

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 OIAH Catalog and on the enrollment agreement 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 all tuition and fees in full, 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-rated 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Refunds shall be made within thirty (30) days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.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 facility and inspection of the equipment.

OIAH Refund Policy for Programs Organized on a Credit Hour Basis

- A student who starts class and officially withdraws during the first 10% of the period of financial obligation will receive a refund of at least 90% of the tuition.
- A student who withdraws after the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation will receive a refund of at least 50% of the tuition.
- A student who withdraws after the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, will receive a refund of at least 25% of the tuition.



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- The institution retains all tuition for a student who withdraws after the first 50% of the period of financial obligation.

OIAH Nursing Education Programs Note

For clarification purposes, the refund schedule applies to direct tuition only and is based upon the current quarter for which the student is enrolled. 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.

Campus Director Signature: _____ Date: _____