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Cancellation and Refund Policy

Student's Right To Cancel

A student may cancel his/her enrollment agreement at any time without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last date of attendance. Cancellation will occur when the student provides written notice of cancellation or by the student's conduct, including, but not necessarily limited to, lack of attendance. Written notice should be sent to the following address: Design Institute of San Diego, 8555 Commerce Avenue, San Diego, CA 92121. This can be done by mail or by hand delivery. A student subsequently requesting cancellation will be refunded all monies paid to the school minus the enrollment fee of \$100 (returning students), \$75 (new students), within 45 days after notice of cancellation is received.

Pro Rata Refund For Complete Withdrawal

After the end of the cancellation period, you also have the right to withdraw from school at any time; and you have a right to receive, a pro-rata refund if you have completed sixty (60) percent or less of the program, minus the \$100 Enrollment fee (returning students), \$75 (new students).

Students who withdraw before their first scheduled class will receive a full tuition refund minus the \$100 enrollment fee (returning students), \$75 (new students).

Refunds will be calculated from the date of the last class attended. Adjustments are based on the total semester tuition whether payment has been made in advance or on the Deferred Payment Plan.

The student may withdraw from the college after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. For example, if the student completes only 30 hours of a 90-hour course and paid \$300 tuition, the student would receive a refund of \$200.

Diagram showing the calculation of a pro-rata refund: \$300 amount paid for instruction minus (X) 60 clock hours of instruction paid for but not received over 90 clock hours of instruction for which the student has paid, resulting in a \$200 refund amount.

After 60% of the semester there is no refund.

If the school cancels a course, the school will make a full refund of all charges.

Refunds due the student will be made within 45 days from the date of the student's withdrawal.

Federal Title IV financial aid or other tuition assistance is earned pro-rata up to 60%, based on attendance. Any funds Design Institute of San Diego returns to the Title IV programs will result in the student owing Design Institute charges that were originally paid for by federal funds. Tuition refunds will be made in the following order:

- A) Federal Direct Unsubsidized loans B) Federal Direct Subsidized loans C) Federal Direct Plus loans D) Federal Pell Grants E) Federal Supplemental Educational Opportunity Grant (FSEOG) F) Other Sources of Aid G) Student

The student will be responsible for the repayment of any overpayment of monies disbursed to the student for non-tuition educational expenses. The repayment of such monies, if any, will be made by the student to the appropriate agency account or individual. The student is entitled to a refund of any monies not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur;

- (1) The federal or state government loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Partial Drop Tuition Credit

Design Institute does not issue refunds for partial drops.

Students who drop one or more courses without fully withdrawing from the college will receive a Partial Drop Tuition Credit to be used the following semester only.

Partial Drop Tuition Credits are determined from the date of written notification to the Registrar.

Partial Drop Tuition Credit schedule is as follows:

First week of the semester	80% credit
Second week of the semester	80% credit
Third week of the semester	80% credit

No Tuition Credit is available for dropped courses after the Third week of the semester.

No Tuition Credit will be issued for a drop from 15-12 units.