

### **OIT Cancellation and Refund Policies (OAR 581-045-0037)**

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - (a) If cancellation occurs within 5 business days of the date of enrollment and lesson materials have not been delivered, all monies related to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs within 5 business days of the date of enrollment and lesson materials have been delivered, all monies related to the enrollment agreement shall be refunded with the exception of the cost of unreturned lesson materials or the cost of replacement for returned materials that are damaged or marked;
  - (c) If cancellation occurs after five business days of the date of enrollment and the lesson materials have been shipped but not delivered to the student:
    - (A) The school may charge an amount equal to 15 percent of the tuition cost, or \$150, whichever is less; that being established as its registration fee,
    - (B) If the student returns the unopened books and supplies to the school within five days of receipt, the school will refund the total cost of lesson materials.
  - (d) If cancellation occurs after five business days of the date of enrollment and the lesson materials have been delivered to the student but not returned within five days of receipt, and before the completion of the first lesson assignment, the school may charge:
    - (A) An amount equal to 15 percent of the tuition cost, or \$150, whichever is less; that being established as its registration fee, and
    - (B) The total cost of books and supplies.

If withdrawal or termination occurs after the completion of the first lesson assignment and before 50 percent of the total lesson assignments are completed, the student shall be entitled to a pro rata refund of the tuition when the amount paid for the instructional program exceeds the charges owed to the school. In addition to the pro rated tuition charge, the school may retain the registration fee, book and supply fees, and any other legitimate charges owed by the student;

- (e) If withdrawal or termination occurs after completion of 50 percent or more of the total lesson assignments, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
- (2) For cancellation under Subsections 1 (a)-(d), the "date of enrollment" will be determined:
    - (a) When enrollment occurs by a document exchange through a mail delivery service, the enrollment date shall be the date the enrollment agreement is signed by both the student and the authorized school official, whichever is later;
    - (b) When the enrollment occurs online, the date of enrollment will be the date the school receives:
      - (A) A copy of the enrollment agreement signed by the student and the student is granted access to the program, or
      - (B) Submission of student enrollment information through a secured website. The website must have a registration process that includes, but is not limited to, statements detailing the legal and financial obligations related to enrollment in the school. The student must verify that he/she has read and understands the enrollment agreement. A copy of the student enrollment agreement information that includes "a declaration by the student acknowledging the reading, understand and acceptance of the enrollment obligations" shall be placed in the student file in lieu of a signed enrollment agreement.

Any inquiry a student may have regarding this contract may be made in writing to OIT, 226 NW Hickory St Albany, Or 97321 Phone: 541-791-5261, or to the Superintendent of Public Instruction, Oregon Department of Education, 255 Capitol NE, Salem, OR 97310-0203 or by calling (503) 947-5751.

I have read and received a copy of this enrollment agreement.