

**2110.0650 REFUND POLICY.**

Subpart 1. **Written policy.** Each school must have a definite, written policy on the refund of tuition and fees when students terminate training. The policy must include the following:

A. a complete refund of all money paid if the school rejects the applicant, or if the applicant cancels the enrollment contract, in writing or in person, within three business days of the date the contract was signed by both the student and agent of the school and prior to entering classes. The enrollment contract must include a "Notice of Cancellation", that explains how to cancel the contract;

B. a refund of all money paid except a registration or enrollment processing fee up to 15 percent of the contract price if the applicant cancels the enrollment contract more than three business days after conclusion of the contract but prior to entering classes;

C. if a student has started classes, the school must not withhold more than the following maximum tuition withholding limits:

Percentage of Total Program Represented by the Hours of Training Completed	Maximum Amount of Total Tuition School Must Receive or Retain
0 to 4.9 percent	20 percent
5 to 9.9 percent	30 percent
10 to 14.9 percent	40 percent
15 to 24.9 percent	45 percent
25 to 49.9 percent	70 percent
Over 50 percent	100 percent

D. This part does not apply to schools governed by the Minnesota State Colleges and Universities (MnSCU).

Subp. 2. **Refund deductions.** Fees for the student kit, textbooks, and workbook may be deducted before application of the percentages in refund computations, if these fees are included in the tuition and if these items become the property of the student. This deduction must be clearly stated in the refund policy contained in the enrollment contract.

**Statutory Authority:** *MS s 154.45; 155A.05; 155A.23; 155A.26; 155A.27; 155A.29; 155A.30*

**History:** *13 SR 1056; L 2005 c 27 s 9; L 2009 c 78 art 6 s 26; 41 SR 305*

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