
Cancellation and Settlement Policy:

Elite Welding Academy agrees to accept cancellations and make refunds according to the following: An enrollment agreement may be canceled within five (5) calendar days after the date of signing. The school shall promptly fully refund all tuition and fees paid according to the enrollment agreement. Such refund shall be made no later than forty-five (45) days after cancellation. All monies paid by an applicant will be refunded if the applicant is rejected by the school or the school cancels the program's scheduled start date. A student is considered a No-Start if they do not show up for the class on their start date. A no-start incurs no charges except the registration fee paid.

EWA uses our accreditor's refund policy to determine any refunds/debt to Elite after a withdrawal.

ACCET Refund Policy:

1. Elite Welding Academy may retain an administrative fee associated with withdrawal or termination not to exceed \$100.
2. During the first week of classes, tuition charges will not exceed 10% of the stated tuition or a maximum of \$1000.00. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
3. After the first week and through fifty percent of the period of financial obligation (term), tuition charges retained will not exceed a pro-rata (%) portion of tuition for the training period (term) completed, plus 10% of the unearned tuition for the period of training that was not completed. (example below)
4. After fifty percent (50%) of the period of financial obligation (term) is completed, the institution may retain the full tuition.

ACCET Refund Computation Sample:

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The manufacturing program is 11 weeks long. For each week tuition is accrued (1 day of a week is counted as a full week).

Example:

Number of weeks student attended = 4

Number of weeks in the program = 11

$$4/11 = 36.36\% = \$1223.81$$

10% unearned tuition is applied per ACCET regulations \$214.00

Lab is prorated at the same percent as the tuition calculation \$143.62

Tuition earned \$1826.16

INDIANA Resident

OFFICE FOR CAREER AND TECHNICAL SCHOOLS REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 - d. If the student has not visited the postsecondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the

instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund. Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>

Complaint or Grievance Procedure:

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to

ACCET Chair, Complaint Review Committee, 1722 n. Street, NW, Washington, DC 20036 Telephone: (202) 955-1113 or Fax to (202) 955-1118 or e-mail complaints@accet.org

State Board of Career Colleges and Schools, 30 East Broad Street, 24th Floor, Suite 2481, Columbus, OH 43215 Phone number (614) 466-2752 Toll-Free :(877) 275-4219

Office for Career and Technical Schools, 10 N Senate Ave, SE 308 Indianapolis, IN 46204 by email to: OCTS@dwd.in.gov File formal claim with OCTS by completing the online [Student Complaint Form](#)

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records.

The form must be mailed to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601
The form can be found at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Kentucky Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, and provide the requested information to the following address:

Kentucky Commission on Proprietary Education
500 Mero Street, 4th Floor
Frankfort, Kentucky 40601

Forms may be located at <http://www.kcpe.ky.gov/>

Liability Release While visiting or attending classes at Elite Welding Academy, I agree that Elite Welding Academy is to be held absolutely free from all claims for an injury that may be sustained by my person while I am on their premises.

Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment or been guaranteed to earn a specific salary range upon graduation

Gainful Employment Disclosure

I have received a copy of the current gainful employment information.

Disclosure Form 3332-1-09 Student enrollment policies and practices *****

(C) Prior to completing an enrollment agreement, all potential students enrolled in an Ohio school must review and complete the state board of career colleges and schools online student disclosure form as required by the board.

I acknowledge that the college catalog is accessible to me and I agree with the school policies and procedures as stated. I acknowledge that I have received and have read a copy of this agreement.

Applicants Signature: _____ Date: _____

School Representative: _____ TITLE _____ Date: _____

By signing the above you agree that this becomes a legal and binding agreement. You also agree that you have read and understand the State of Ohio disclosure agreement, enrollment agreement, cancelation policy, refund policy and the catalog.