

REFUND POLICY

Enrollee's Right to Cancel:

You may cancel this agreement by mailing or delivering a notice to Gill-Tech Academy, 230 South McCarthy Road, Appleton, WI, 54914 before midnight of the third business day after you signed this agreement, all monies will be refunded. This policy applies regardless of whether or not the student has actually started training. "Business day" means any calendar day except Saturday and Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr's Day, President's Day, Memorial Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish, you may use this page as that written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this agreement is provided to you by the school for your records. A copy of this policy is also in the school catalog.

The cancellation date will be determined by the postmark or written notification, or a date said information is delivered to the school administrator/owner in person.

This policy applies to the period of time, which begins on the 4th Business Day after signing the contract up to the date on which classes actually begin.

Any applicant denied admission to Gill-Tech Academy is entitled to a refund of all monies paid. A student, canceling his/her enrollment prior to course starting date but after signing this Registration Agreement and after completion of three business days is entitled to a full refund of all monies paid to Gill-Tech Academy, less the registration fee of \$100.00. Any monies due the applicant or student shall be refunded within thirty (30) days of completion or termination. If the student does not return from a leave of absence, the documented date of return is the termination date or the date a student notifies Gill-Tech Academy they will not return, whichever is earlier. Refund are calculated for withdrawal for official or unofficial withdrawal. A formal termination occurs within 30 days of a determination by the institution that the student has withdrawn without notifying the institution.

If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition. If a course is cancelled subsequent to a student's enrollment, the school shall provide either a full refund or completion of the course through a teach-out agreement at a alternate location. The Gill-Tech Academy teach-out agreement contains provisions referenced in Federal Register/Vol. 58, No.4/1-7-93/Part 682.600. The teach-out school agrees to offer the student a reasonable opportunity to promptly resume and complete his or her course of study in the same geographic area as original school. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid. Gill-Tech Academy will arrange, in a timely manner, for individual notice to each student of the availability of the teach-out should the event become necessary.

As of October 7, 2000 a pre- refund procedure "**Return of Title IV Funds**" has been mandated by the Higher Education Amendments of 1998. This policy over-rides all previous refund policies and procedures and applies to those students enrolled on or after October 7, 2000. The statute requires that if a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the amount of Title IV funds earned by the student must be determined before any other refund policy is performed. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds have to be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid that the student had not received, but was otherwise eligible. After the "Return of Title IV Funds" has been calculated, or for those students who do not receive either Title IV grant or loan funds, the "State of Wisconsin" Refund Policy will be enacted

STATE OF WISCONSIN REFUND POLICY

PARTIAL REFUND, (a) In this subsection, "percentage of enrollment time" means the number of class days elapsed from the start of the student's attendance until the student's last date of attendance.

(b) If, for any reason, a student withdraws or is dismissed by the school or specialty school prior to the commencement of classes, the charge may not exceed 15% of the cost of the course of instruction or \$100, whichever is less,

(c) If, for any reason, a student withdraws or is dismissed by the school or specialty school after the commencement of classes, the school's or specialty school's refund policy may not permit any charge to the student which exceeds \$150 plus the amount shown on the "Partial Refund Chart; in Table 62.07 (2). In no case may the charge to it student exceed the total cost of the course of instruction. Refunds are based on Scheduled hours.

TABLE 62.07 (2) PARTIAL REFUND CHART

PERCENTAGE 25%	Greater Than ... 50%	0%	5%	10%	15%
OF ENROLLMENT TIME 49.9%	Less Than or Equal To 100%	4.9%	9.9%	14.9%	24.9%
Maximum Percentage of the Total Cost of Course of Instruction that May Be Charged 70%		20%	30%	40%	45%