

## REFUND POLICY

*By authority of Title 38, United States Code of Federal Regulations 21.4255, Non-Accredited College and University programs are required to adhere to the following refund policy for veterans and others eligible for VA education benefits (collectively referred to as "veterans" within this policy). The policy will be listed as an addendum to the institution's catalog, bulletin, or handbook.*

DATE \_\_\_\_\_

THE \_\_\_\_\_  
(Name of Institution)

**WILL USE AND PROVIDE THE FOLLOWING REFUND POLICY FOR ALL VETERANS AND OTHER PERSONS ELIGIBLE FOR VA EDUCATION BENEFITS UNDER TITLE 38, U.S. CODE:**

**The school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran:**

- **Fails to enter the program/course.**
- **Withdraws, or**
- **Is discontinued therefrom at any time prior to completion of the program/course.**

**Such policy must provide that the amount charged to the veteran for tuition, fees, and other charges for a portion of the program/course shall not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course/program bears to its total length, within the following limitations:**

- ✓ **Registration Fee – An established registration fee in the amount not to exceed \$10.00 need not be subject to proration. When the established registration fee is more than \$10.00, the amount in excess of \$10.00 will be subject to proration.**
- ✓ **Prompt Refund – Refunds will be made promptly (within 40 days). Veterans are not required to file application for refund.**

\_\_\_\_\_  
Signature of Certifying Official

*ADDENDUM* \_\_\_\_\_