



**RHOMBUS
UNIVERSITY**

Rhombus University

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REFUND POLICIES

Students have a right to cancel an enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the 7th day after enrollment, whichever is later. Per California Education Code 94920, students who withdraw from a course on or before the first-class session (or on the 7th day after enrollment) will receive a full tuition refund, excluding fees not to exceed \$250. For students withdrawing after the first session and before completing 60% of the course. The prorated refund amount will be returned back to the student within no more than 45 days from when a school representative receives a signed request by a student to cancel a class. Students who wish to withdraw from the school should fill out the proper form and email the registrar's office. A prorated amount may be refunded according to the number of sessions completed by the student as described in 4.7.

Books are purchased by the students and refunds are to be arranged between the student and the company they use to purchase the books. This is meant to allow students to purchase books at a discounted price whenever possible and yet, this also means books may not be refundable. Students should verify the refund policy of the company from which they purchase books. Equipment to improve the learning experience, such as, a computer, laptop, or headset, are bought separately by the student and the school is not responsible for refunds of equipment if they drop a class or drop out of school completely. Students should verify refund policies of companies from which they purchase equipment prior to the purchase.

Students are charged the full amount of tuition per course under the identified enrollment agreement. The tuition charge per course is for 7 sessions of curriculum and withdrawing from a course will allow for possible reimbursement of tuition charges based on the completed weeks of the curriculum rather than a time frame. For example, if a student withdraws from a course with no assignments completed, no matter the time frame, he/she is entitled to a 100% refund of paid tuition, not including the enrollment fee and other one-time fees. If a student withdraws from a course after completing 60% (4 out of 7 sessions) or less, the student is able to receive a pro-rated refund on the paid tuition amount. The amount refunded equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. The calculation will come from the amount of coursework completed in each week rather than being based on time.

To calculate refunds, Rhombus University uses DEAC's definition of academic units of measurement to determine hours in the program. Semester hours are equivalent to the

commonly accepted or traditionally defined units of academic measurement in accredited institutions. Academic degree distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit. A 3-unit course equals 135 hours of student work. Therefore, the calculation used to determine refunds defines “hours in the program” as 135 hours for a 3-unit class. The 135 hours are divided into 7 lessons and therefore 19.28 hours per lesson. For the purpose of clear calculations, RU will use 19.3 hours per lesson. If a student drops from a course completing 60% or less, meaning four lessons or less, a refund is based on the calculation: Number of lessons x 19.3 hr/lesson ÷ 135 hr/course = % of course completed. This percentage subtracted from 100% multiplied times the total amount of tuition paid = eligible refund. Following is a breakdown of the percentages of coursework completed and eligible refund (percentage are rounded to the nearest whole percentage):

Lessons Completed	x 19.3 hours	÷	135 hr/course	=	% completed	Thus	% eligible refund
0	0	÷	135	=	0%	Thus	100%
1	19.3	÷	135	=	14%	Thus	86%
2	38.6	÷	135	=	29%	Thus	71%
3	57.9	÷	135	=	43%	Thus	57%
4	77.2	÷	135	=	57%	Thus	43%
5	>60%	÷	135	=	>60%	=	No refund
6	>60%	÷	135	=	>60%	=	No refund
7	>60%	÷	135	=	>60%	=	No refund

Catalog, 4.6-4.7