



# RHOMBUS UNIVERSITY

## Rhombus University

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## Refund Policies and Refund Proration

Students have a right to cancel an enrollment agreement and obtain a refund of charges paid through the first week of attendance 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 week of attendance and before completing 60% of the course, the prorated refund amount will be refunded to the student within no more than 30 days from when a school representative receives a signed request by the 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. The prorated amount will be refunded according to the number of weeks completed by the student as described in the Refund Proration section below.

Rhombus University is not responsible for books, materials or equipment purchased by the student. Students need to be aware of refund policies from companies from which they purchase such items.

### **Refund Proration**

Students are charged the full amount of tuition per course under the identified enrollment agreement. The tuition charge per course is for 7 lessons of curriculum (or 14 lessons for practicum courses) which the student is required to complete within their Course Completion Plan (CCP) of either 7-weeks or 14-weeks (please refer to the Attendance Policy <https://docs.google.com/document/d/1uOrdVxAp2kZMYNZvllktn7N3ivDXPgSyAk--vaZJfJM/edit?usp=sharing>). Withdrawing from a course will allow for possible reimbursement of tuition charges based on the submission of any coursework within each of the lessons. For example, if a student withdraws from a course prior to submitting any coursework AND within seven (7) days of enrollment into the course, the student is entitled to a 100% refund of tuition paid, not including the enrollment fee and other non-refundable and/or one-time fees. If a student withdraws from a course after submitting 60% coursework (submitting any assignment in 5 or more of 7 lessons (10 or 14 for practicum)), the student will not receive a refund. If a student submits less than 60% coursework (submitting any assignment in 4 or less of 7 lessons (9 or less of 14 for practicum)), the student is eligible to receive a prorated refund. (See Table 1: Eligible Refund for Lessons Completed).

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, whereby the 135 hours are divided into 7 lessons, equaling 19.28 hours per lesson (or rounded to 19.3).

If a student withdraws from a course with 4 or less lessons submitted, a refund is granted based on the following calculation: Number of lessons x 19.3 hrs/lesson ÷ 135 hrs/course = % of course completed. This percentage subtracted from 100 percent, multiplied by the total amount of tuition paid is equal to the eligible refund (percentages are rounded to the nearest whole percentage) as follows:

Table 1  
Eligible Refund for Lessons Completed

| Lessons | 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         |

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