

Siba's Refund Policy

Applicants who are not accepted by Siba will receive a complete refund of the application fee.

Buyer's right to cancel:

- (1) When written notice of cancellation is given within seven business days of the date on which the application was submitted, regardless of whether the course of instruction has started, all fees and any tuition paid will be refunded.
- (2) When notice of cancellation is given after the seventh day on which the application was submitted but before the close of business on the first day of instruction, the College will retain the application fee. All other money received by the College from the student will be returned to the student.
- (3) When a first-time, first-quarter student of Siba gives written notice of withdrawal within 30 calendar days of the first day of their initial quarter of attendance, all tuition and fees except the application fee will be refunded. Such notice of withdrawal must be in written form, postmarked, hand-delivered, or emailed on or before the 30th day of the quarter in question, and directed to:

Cynthia Musterman, President
1521 Washington Avenue
St. Louis, MO 63103
CMusterman@siba.edu
- (4) When a first-time, first-quarter student withdraws from classes in his/her initial quarter after the 30th calendar day, but before completing 50% of the term, Siba will retain the application fee and textbook rental fee, and make a pro-rata refund of unearned tuition. For students terminating training after completing more than 50% of the initial term, Siba will retain the entire contract price for the initial term of enrollment including stated tuition, textbook rental fee, and other charges. Notice of withdrawal must be in written form, postmarked, hand-delivered, or emailed, and directed to the student's Academic Dean.
- (5) **After the initial term** of attendance, the following refund policy applies:
 - When withdrawal occurs within the first 10% of the term, the College will retain 20% of the

stated tuition, the application fee, and the textbook rental fee.

- When withdrawal occurs after 10% of the term has passed but before 25% of the term has passed, the College will retain 45% of the stated tuition, the application fee, and the textbook rental fee.
- When withdrawal occurs after 25% of the term has passed, but before 50% of the term has passed, the College will retain 70% of the stated tuition, the application fee, and the textbook rental fee.
- When withdrawal occurs after 50% of the term has passed, the College will retain 100% of the stated tuition, the application fee, and the textbook rental fee.

Note: Tuition is charged by the term. Tuition refunds are calculated by the number of weeks in the term, minus the number of calendar weeks a student attended classes. Any class hours attended during a calendar week constitutes an entire calendar week for refund calculation purposes.

After the first day of class, students of legal majority, parents, or legal guardians are asked to submit written notice of cancellation or withdrawal via email or hand-delivery to their Academic Dean or the Financial Aid Director. The last date of recorded attendance will be used in determining the refund, if any. The cost of books loaned to the student will be considered excludable charges in refund calculations if books have not been returned in good condition within 20 calendar days of the student's last day of attendance.

Unofficial Withdrawals: In lieu of written notice, an unexplained absence for more than fifteen (15) business days constitutes constructive notice of cancellation to the College. Refunds, if due, will be made to the student within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. If the student cannot be contacted, the refund will be returned to the appropriate financial aid program.

When a student drops a class under the drop/add guidelines of the *Catalog* during the first two weeks of the term, the student will not be charged for the dropped class. If any student withdraws from a class after the first two weeks of the term, he/she will be charged the full amount of tuition for that class, and financial aid will not be adjusted.

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