**Section 1175.815 Enrollment Agreements and Refund Policy**

a) All licensed private esthetics schools shall have enrollment agreements that meet the requirements of Section 3B-12 of the Act. Licensed public esthetics schools will be deemed to be in compliance with this provision if these schools comply with the requirements of their public institution.

b) All licensed esthetics schools shall implement refund policies pursuant to Section 3B-13 of the Act and this Section.

1) When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student.

2) *When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application and registration fee,* not to exceed $100, and *the cost of any books or materials* that *have been provided by the school* *and retained by the student*.

3) *When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee,* not to exceed $100, *10% of the tuition, other instructional charges or $300, whichever is less, and the cost of any books or materials that have been provided by the school* and retained by the student.

4) *When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee,* not to exceed $100, *and the cost of any books or materials provided by the school, but shall refund a part of the tuition and other instructional charges in accordance with the requirements of the school's regional or national accrediting agency, if any, or in accordance with* this subsection (b). (Section 13B-13(1) of the Act)

c) For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet the Division standards for refunds:

|  |  |  |
| --- | --- | --- |
| PERCENTAGE OF  A SCHEDULED  COURSE COMPLETED | AMOUNT OF  TUITION OWED  TO THE SCHOOL | |
|  |  | |
| 0.01% to 4.9% | 10% | |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)