



## Explanation of Charges

### Application Fee

Douglas Education Center charges a \$50 application fee. See page 50 Enrollment Procedures for methods of fee payment.

### Books and Supplies

Book and/or supply charges are assessed each semester as indicated in the costs and fees section of the catalog. Charges vary by program and semester. Books and supplies may be purchased in the Book and Supply Room at the Eighth Street Arts Building. However, students have the option to purchase them independently.

Necessary supplies are provided for each program. Students with different work ethics and interests may need to purchase additional materials. Books and supplies become the property of the student upon issuance. Students may purchase additional or replacement items in the Book and Supply Room at the current price. Douglas Education Center may change the books and/or supplies provided each semester due to availability, new materials, changes in vendors, changes in editions, and updates in the programs.

*Douglas Education Center reserves the right to adjust book and supply costs.*

### Computer Fees

Laptops are required for certain programs including Graphic Design & Web, the Allan and Wilson Digital Illustration, the Factory Digital Filmmaking Program at Douglas (DF). The programs costs include a computer fee for a laptop and software upon enrollment in all 1st semester equivalent courses.

The equipment/software provided is selected to meet the current program needs using budgeted funds and technology available at the time of the semester start. Future students will be provided equipment/software that may be more advanced as technology improves and costs decline. Laptops are non-returnable and the warranties are provided by the manufacturer, not DEC.

The laptops and software remain the property of DEC until all 1st semester FT equivalent financial obligations to DEC are satisfied and financial aid monies are earned 100 percent. The DF software remains the property of DEC until all 4th semester FT equivalent financial obligations to DEC are satisfied and financial aid monies are earned 100 percent. Students withdrawing with a balance in this scenario will be charged a laptop restocking fee of \$225.00.

### Certification / Exam Fees

Certain programs may indicate fees for certifications or exams. If a student must take an exam or certification more than one time (for any reason), the student is responsible for any additional costs.

### Tuition

Tuition in the Costs and Fees schedules is reflected at Full-Time student status.

\*Full-Time status is at least 12 credits. Any semester below 12 credits and above 17 credits is charged a per credit rate based upon program enrollment:

• Graphic Design & Web Program	\$335/credit
• Tom Savini's Special Make-Up Effects Program	\$485/credit
• The Factory Digital Filmmaking Program at Douglas	\$485/credit
• Allan and Wilson's Digital Illustration Program	\$325/credit
• Dorian's Fantasy Art Program	\$260/credit
• Medical Degree Programs	\$315/credit
• Medical Diploma Programs	\$225/credit
• Business Program	\$215/credit
• General Cosmetology Program/Master Cosmetology Program	\$300/credit
• **General Education Courses	\$300/credit

\*\*applied to students not enrolled in a program

For clock hour cosmetology programs, Full-Time status is 450 hours per unit. Any unit below and above 450 hours will be charged a per hour rate indicated below:

• Cosmetology Programs	\$11/Hour
------------------------	-----------

*\*Douglas Education Center (DEC) may schedule certain programs more than 17 credits in a semester as a part of the approved program. DEC will not assess additional credit charges for these regularly scheduled or DEC scheduled programs. DEC does not charge per credit fees for externships.*

Douglas Education Center invoices students each semester. Charges for tuition, books and supplies can be paid using:

- Financial Aid – grants, scholarships, student loans, parent loans, student employment
- Agency Financing – Veterans' benefits, OVR, job retraining benefits, etc.
- Check, Money Order, Cash
- Mastercard, Visa, Discover, or American Express

All students are encouraged to apply for financial assistance. Arrangements for payment of educational costs not paid by an estimated source of financial aid must be made prior to or on the first day of classes. Installment payment arrangements are available. Questions concerning methods, sources or schedule of payments should be directed to the Business Office/Bursar's Office extension 2201.

Douglas Education Center reserves the right to adjust tuition. Students are given sixty (60) days prior notice.

### Other Fees

Returned check fee	\$25.00
Copy of transcripts	\$5.00
Duplicate certificate fee	\$15.00
Duplicate certificate w/ cover	\$50.00
Advanced standing exam fee	\$75.00
Computer re-stocking fee	\$225.00

### Delinquent Accounts

Students will not be given an A.S.B. Degree, Diploma, or a Transcript of Record, until school indebtedness has been fully paid.

In addition, student accounts must be current and paid in full prior to the start of the subsequent semester. Under extraordinary circumstances, the President may permit a student to start with a prior semester balance.

## Refund Policies

### Cancellation Policy

The application fee will be refunded if the applicant is rejected by the school for enrollment. The application fee will also be refunded if the prospective student cancels the application within five (5) calendar days of submitting the application or signing an enrollment agreement if no classes have been attended, lessons completed or materials used. A verbal request for cancellation must be confirmed in writing within five (5) calendar days of the request. Douglas Education Center will retain the entire application fee if written cancellation is not received within the prescribed time frame.

If enrollment is canceled after five calendar days of application or signing the enrollment agreement but before the start of classes, all payments made to the school will be refunded within 30 days except for the application fee.

### Books and Supplies Refund Policy

Books and supplies become the property of the student upon issuance and are generally non-refundable. However, a student who returns books and supplies within 20 days of purchase or within 20 days of the last date of attendance in that semester and in the same condition received (unopened, unmarked, etc.) may be entitled to a refund as determined by Douglas Education Center.

Books and supplies must be picked up within the first two weeks of classes. Students will not be permitted to attend classes after this deadline unless they have picked up their books and supplies or indicated those not needed and provided their own.

### Computer Fee Refund Policy

Laptops and software are non-returnable. If a student withdraws under the scenario where Douglas Education Centers still retains ownership of the laptop and software (see Computer Fees Policy), the laptop and software will be credited to the account and a Computer Restocking Fee of \$225.00 assessed.

### Certification / Exam Fees Refund Policy

These fees are refundable in the semester charged only if the certification/exam has not been taken or ordered for the student.

### Graduation Fee Refund Policy

Graduation fees are assessed in each program's final semester. When a student begins to attend class in this final semester, this fee is non-refundable. If a student does not attend graduation ceremonies, the fee is non-refundable.



## Tuition Refund Policy

Douglas Education Center will earn all or a portion of the tuition charged when a student begins a semester but fails to complete it for any reason. The last date of attendance is used to calculate the amount of earned tuition. If applicable, the student's account will be credited with any unearned tuition credit.

A refund will be posted to the student's account within 30 days of the official withdrawal or the date Douglas Education Center determines the student is no longer in attendance.

To officially withdraw, a student must notify the Vice President of Academic Affairs or Education Department and complete the withdrawal process.

The Tuition Refund Schedule is based on calendar days in the semester, not class days.

## Tuition Refund Schedule

Withdrawal Date (Calendar Days)	Charge	Refund
Day 1 through 14 of the semester	0%	100%
Day 15 through 25% of the semester	45%	55%
25.1% through 50% of the semester	70%	30%
50.1% through 100% of the semester	100%	0%

The above percentages apply to tuition only. All other charges are non-refundable.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him/her to continue.

The refund policy outlined above is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal financial aid that must be returned to the federal government by the school and/or the student.

Some students receive financial assistance from agencies and funding sources other than the federal student aid programs. Refunds will be made to other financial aid programs in accordance with each individual funding source's refund policies.

## Return of Title IV Federal Financial Aid Policy

To officially withdraw, a student must notify the Vice President of Academic Affairs or Education Department and complete the withdraw process.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, Federal Stafford Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). The Federal Smart Grant, Teach Grant and Federal Perkins Loans are also covered but Douglas Education Center does not participate in these programs.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be kept the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

**If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID(1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).**

Federal student aid funds are returned in the following order: 1) Unsubsidized Stafford Loans; 2) Subsidized Stafford Loans; 3) PLUS Loans; 4) Federal Pell Grants; 5) FSEOG; 6) Other federal aid programs.

Unearned federal aid is returned within 45 calendar days of the official withdrawal date or the date the institution determines the student is no longer in attendance. A student receives written notice of any loan funds returned by Douglas Education Center, and an invoice for any balance owed the school.

If a student has earned more federal aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement. The post withdrawal disbursement is first used by Douglas Education Center to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Post withdrawal disbursements must be paid within 120 days of the student's withdrawal.

**The student is responsible for making payment arrangements with the Business Office for any balances owed to Douglas Education Center as a result of withdraw or leave of absence. Federal Financial Aid Calculations are available for review in the Financial Aid Office on an individual basis when a last day of attendance is provided.**

## Financial Aid Programs

Douglas Education Center's Financial Aid Department is here to provide assistance with tuition and/or living expenses for those students who qualify. The Financial Aid Department is staffed and organized with the students' needs in mind.

The Financial Aid Department encourages all students who apply for financial aid to begin the process early. Those seeking financial aid are required to complete a Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the application on-line by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The federal school code for DEC is 013957. Paper FAFSAs can be requested by contacting the Financial Aid Office.

Additional financial aid information and loan applications as well as other important information on sources of funding are available through the Douglas Education Center Financial Aid Department and at [www.dec.edu](http://www.dec.edu).

While attending Douglas Education Center, students must maintain satisfactory academic progress in order to continue to qualify for financial aid.