

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the 7<sup>th</sup> day after enrollment, whichever is later. To cancel the enrollment agreement or withdraw from the school, written notification is required. Notice of cancellation shall be in writing and submitted directly to the School, 2298-A Quimby Road, San Jose, CA 95121, and to the attention of the School Director. It can be by mail, electronic mail or hand delivery. If sent by mail, it is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form but should include your name, the program you are enrolled in and clearly express your wish to cancel the enrollment agreement or withdraw from school. It should be signed and dated. A notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If a course is cancelled after student's enrollment and before instruction begin, Diva Beauty School shall provide a full refund of all money paid.

## **WITHDRAW/REFUND POLICY**

You have the right to withdraw from a course of instruction at any time. California has a state mandated refund policy. Diva Beauty School complies with this policy

as indicated below. The refund policy applies to all terminations for any reason, course or program cancellation, or school closure. A refund of 100 percent of the amount paid for institutional charges, less the registration fee (\$100.00), will be processed if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. After the cancellation period, Diva Beauty School will provide a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance based on the hours they were scheduled to attend as of the last date of attendance. Once more than 60 percent of the enrollment period in the entire course has occurred (including absences); there will be no refund to the student. Diva Beauty School shall refund any credit balance on the student's account within 30 days after the student's withdrawal. If student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the school closes before you graduate, you may be entitled to a refund.

Contact the Bureau for Private Postsecondary Education (BPPE):

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(916) 431-6959  
(888)370-7589 Toll Free  
(916) 263-1897 Fax Number  
[www.bppe.ca.gov](http://www.bppe.ca.gov)