### 7.21

The following elements are present and indicative of a fair and equitable refund policy: Refunds, when due, are made without requiring a request from the student.

# Exhibit 7.21.1 — Refund Policy



#### **Student Services**

Refund Policy

Revision Approval: May 7, 2025 Effective Date: May 8, 2025

## 1. Refunds when the Student Begins a Course and Subsequently Withdraws

A full reimbursement of tuition and fees is applicable within the initial five business days of the first day of the course, with no refunds offered beyond that period.

### 2. Refunds for Students Who Withdraw on or Before the First day of a Course

If tuition and fees are collected in advance of the start date of courses and the student does not begin courses or withdraws on the first day of courses, not more than \$100 of the tuition and fees will be retained by the institution. Refunds will be made within 30 days of class start date.

## 3. Refunds for Courses or Programs Canceled by the Institution

One hundred percent of the tuition and fees that are collected in advance of the start date of a course or program will be refunded if the course or program is canceled by the institution. Refunds will be made within 30 days of planned start date.

## 4. Refunds for Courses Five Days or Fewer in Length

For courses five days or fewer in length, 100 percent of tuition and fees shall be refunded if a student withdraws prior to the beginning of the course. No refund shall be given if a student withdraws after the beginning of the course.

#### 5. Refunds for High School Students

Applicable refunds are initiated when the student submits a withdrawal form to Southwest

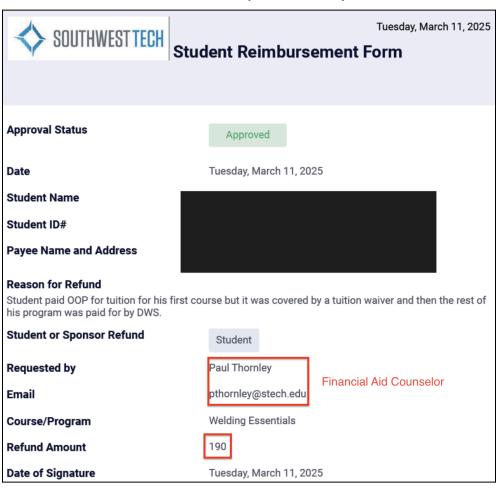
#### 8. Refunds Do Not Require a Request from a Student

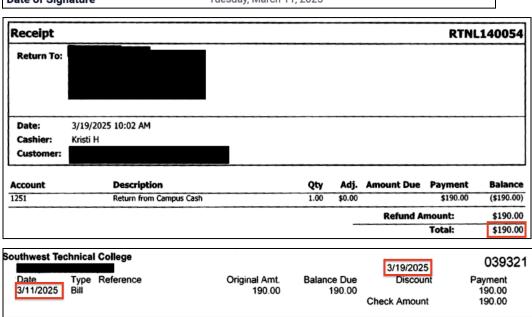
Refunds, when due, do not require a request from a student

**Source:** Refund Policy



Exhibit 7.21.2 — Student Refund Sample Initiated by Financial Aid Counselor





**Source:** <u>Student Refund Samples</u>. All student files will be available on-site for review to reach a minimum of 25.

