

# Gupton-Jones College of Funeral Service Refund Policy



Students who follow the formal withdrawal policy of Gupton-Jones College of Funeral Service may be eligible for a refund of tuition. Prior to the beginning of classes the full amount of any tuition paid will be refunded. A student may cancel his or her enrollment at any time before the beginning of the quarter. If a student requests a refund within a minimum of seventy-two (72) hours/three (3) business days after signing the enrollment agreement, the full \$100.00 app fee will be refunded.

A student who does not request cancellation by the beginning of the quarter will be considered as enrolled. It is to be noted that the Application Fee is non-refundable.

A student who is dismissed or withdraws in compliance with the formal withdrawal policy of the catalog will be refunded tuition on the following quarterly basis:

- ❖ Refunds are based on tuition paid for an 11 week term
  - ✓ Refunds any unused portion of the fees if a student withdraws before completing fifty (50) percent of the period of enrollment except for:
    - Items that were special ordered for a particular student and cannot be sold to another student;
    - Items that were returned in a condition that prevents them from being used by or sold to new students;
    - Non-refundable fees for goods and/or services provided by third party vendors
  - ✓ Students attending less-than fifty (50) percent of a term will receive a prorated refund of tuition based on percentage attended
  - ✓ There will be no refund if a student attends fifty (50) percent, or more, of the term

Refunds will be made within forty-five (45) days following the proper withdrawal of the student. Discontinuing classes does not constitute formal withdrawal.

In compliance with the requirements of Title 45, Code of Federal Regulations, Public Welfare, Section 177.64, provision of information to prospective students: This institution maintains survey results regarding employment following graduation.

65% of graduates obtained full-time employment in the funeral service field within a reasonable period of time following graduation.

Gupton-Jones College of Funeral Service, in accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) accepts students without regard to race, color, sex, creed, disability, or national origin.

The Funeral Service Program and Gupton-Jones College of Funeral Service are accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave. Suite G, St. Joseph MO, 64506. (816) 233-3747. Web: [www.abfse.org](http://www.abfse.org)

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National Board Examination scores for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of Gupton-Jones College's scores go to [www.gupton-jones.edu](http://www.gupton-jones.edu) or contact the registrar's office or by phone 800-848-5352.

**NOTE:** This bulletin in all or in part is subject to change without notice.