MEMO

TO Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM Patricia Landis, Chief

DATE February 12, 2015

RE Private Licensed Schools Memorandum #75

REFUND OF FEES

In accordance with the regulations of the Board of Private Licensed Schools, 22 Pa. Code § 73.132, a school may charge an application or registration fee, which may not exceed 15 percent of tuition or $150, whichever is less. The application or registration fee is fully refundable if the student requests cancellation within five calendar days after signing the agreement if no classes have been attended, lessons completed or materials used. A request for cancellation that is not made in writing must be confirmed in writing within five additional calendar days.

The Board's regulations under 22 Pa. Code §§ 73.134 -136 specify the requirements for refunds of tuition in the event of withdrawal.

Schools may establish a price or cost for tangible items that the student may purchase through the school. Such items could include books, uniforms or tools of the trade. The school may follow standard retail policies for return and reimbursement of tangible products.

Fees for non-tangible services must be refunded according to the same policies that apply to the refund of tuition in accordance with the refund regulations outlined in 22 Pa. Code §§ 73.134 -136.

This policy goes into effect on September 1, 2015.