



Request to Opt-Out Form

I have been informed of Strand Institute's of Beauty & Esthetics (The) requirement per federal regulations to provide an option to opt-out of including books and supplies in the tuition fee. I am aware the books and supplies included within the tuition fee are available at a cost below competitive market rates.

I, _____ elect not to participate in this method of obtaining my books and supplies for the chosen program. By opting-out, I understand this only means, if eligible, I will not receive a separate voucher for books and supplies by the seventh day of classes. Further, I understand that, if eligible, I will still receive a refund from a credit balance caused by federal student aid funds provided there is not already an authorization on file to hold this credit balance on my account. This refund typically arrives **AFTER** classes start and I will be responsible for obtaining appropriate books and supplies for the first day of class myself.

Student Signature

Date

This notification must be received by the Business Office no later than the first day of classes to be effective. Any notifications not received by this date will not be valid. Email thestrandinstitute.edu "**Attention Opt Out**" or mail to:

The Strand Institute of Beauty & Esthetics
Attn: Opt Out
1018 Highway 181
Portland, TX 78374

POLICES AND PROCEDURES

SUBJECT: Opt-Out Policy for Books and Supplies Included in the selected Program Tuition Fee offer by The Strand Institute of Beauty & Esthetics Institute (SIBE)

REVIEWED/REVISED: 01/2019

PURPOSE: To communicate the option to opt-out of books and supplies being included within the selected program tuition fee.

Books and supplies are included in the selected program tuition fee. SIBE includes books and supplies in the selected program tuition fee as a convenience for the student and at a cost below competitive market rates. In accordance with federal regulations effective July 1, 2016, a student may request to opt-out of including books and supplies in the tuition fee and purchase books and supplies elsewhere by submitting to the SIBE Business Office a "Request to Opt-Out" form by the first day of class of the first semester. The Request to Opt-Out form is available below.

If a student elects to opt-out, the cost SIBE was able to obtain the books and supplies for will be deducted from your tuition fee and unused financial aid, if any, will be included in your financial aid refund. This refund typically arrives AFTER school starts, therefore if a student elects to opt-out, the student is responsible for having appropriate books and supplies for the first day of class. Please review the financial aid refund processing policies for more information.

If a student does not request to opt-out by the first day of class, the student will be expected to pay for tuition fees, including books and supplies, and will be reimbursed for the financial aid awards in the amount for which you are eligible.

Textbooks & Supplies Opt-Out Policy & Procedures

The cost of textbooks and supplies required for completion of each program offered at Strand Institute of Beauty & Esthetics (The) is included in the total tuition cost. The amount of tuition and fees for a student's program is located on the Enrollment Agreement.

By including the cost of the textbooks and supplies required for each program in the total tuition amount billed to students, The Strand is able to pass along costs, which are at or below competitive market rates, which helps to reduce the costs for students. In addition, the textbook(s) and supplies are provided to students at the beginning of each scheduled course, so students have the necessary material(s) for their coursework timely.

Students have the right to opt-out of the inclusion of textbooks and supplies cost being included in the total tuition. If a student chooses to assume the responsibility to purchase textbooks and supplies on their own, they must understand their rights and responsibilities of the opt-out request. Listed below are some important responsibilities for students to consider:

- ✓ **The student will be responsible to purchase all resources that are required for each course.**
- ✓ **The student is fully responsible for purchasing and receiving all required textbook(s) and supplies for each course on or before the third day of the course. They should understand that the costs incurred to purchase these will likely be higher than the cost included in program tuition.**
- ✓ **If for any reason the student does not obtain their textbook(s) and or supplies timely, it is not the responsibility of the Strand Institute (faculty or staff) to provide any accommodations.**
- ✓ **Once a student opts-out of including the cost of textbooks and supplies in the tuition cost for their program, the request cannot be reversed.**
- ✓ **The student must opt-out prior to starting a new program and the request is effective for the duration of each program enrollment. This option is not available for any periods of re-entry into the same program.**

During the enrollment process, the student will initial their choice to opt-in or opt-out on their Enrollment Agreement. Choosing to opt-in indicates their agreement to include the costs for textbooks and supplies provided by The Strand Institute in the total tuition.

If a student chooses to opt-out, they will complete and submit the Textbook and Supplies Opt-Out Form, along with copies of their Enrollment Agreement and the Textbooks & Supplies List for their program of study, to the Financial Aid Office for processing. The total amount listed on the Textbooks & Supplies List for their program will be deducted from the amount of tuition listed on



the Enrollment Agreement; the remaining amount of tuition will be prorated over the length of the program, by the number of credit or clock hours scheduled each term or payment period.