**R. Gonzalez Management Inc. (RGM)**

Student Financial Aid Services Phone No. (323) 730-8700

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Los Angeles, CA 90016-4400 Web Page <http://www.rgmsms.com>

**RGM Memo**

Date: February 12, 2018

To: School Owners and Financial Aid Personnel,

RE: Follow up on Books and Supplies memo

Dear School Owners and Financial Aid Personnel,

RGM MEMO FEBRUARY 12, 2018

This is a follow-up email to our RGM memo dated January 16, 2018, regarding proration of books, supplies and equipment.

After extensive research and communicating with peers in the field, we continue to work on changes on the system that would allow schools to enter their institutional charges by payment period for supplies distributed to its students in each payment period OR allow the RGM system to prorate cost of supplies to each individual payment period. We do not have a set date of when changes will be made in the RGM system, once we do so, we will send you the effective date that will be used in the RGM system once it is updated. If you need a different date than the one we provide, please email Leticia and she will modify that date for you.

Note: If your institution is providing the kit in sections, we need you to give us those amounts for each payment period.

PLEASE see the following sample below:

**Cosmetology course of 1600 clock hours, 46 instructional weeks:**

**Tuition**                                                **$**16,000.00

**Supplies**                                              **$**1,500.00

**Registration fee**                                **$**250.00

**Total Institutional charges**              **$**17,750.00

**The enrollment agreement from the RGM system will display as follows:**

**Institutional**

**Charge  Condition**

**Period 13 weeks** 1st Payment

**450 clock Hours**

**Period 13 weeks**2nd Payment

**450 clock Hours**

**Period 10 weeks**3rd Payment

**350 clock Hours**

**Period 10 weeks**4th Payment

**350 clock Hours**

**Totals:**

46 weeks

1,600 Clock hours

**Tuition  Refundable:**       **$**4,500.00           **$**4,500.00          **$**3,500.00         **$**3,500.00          **$**16,000.00

**Registration Fee**

**Non Refundable:**              **$**250.00              **$**0.00                  **$**0.00               **$**0.00                **$**250.00

**Supplies  Refundable:**      **$**422.00              **$**422.00              **$**328.00           **$**328.00            **$**1,500.00

**TOTAL:**                            **$**5,172.00           **$**4,922.00           **$**3,828.00         **$**3,828.00         **$**17,750.00

PLEASE NOTE:

THE APPLICATION FEE AND THE WITHDRAWAL FEE ARE NOT CONSIDERED INSTITUTIONAL CHARGES TO BE INCLUDED IN THE ENROLLMENT AGREEMENT.

RETURN OF TITLE IV WILL CONTINUE TO BE BASED ON PAYMENT PERIODS DURING TIME OF ENROLLMENT.

BPPE (FOR SCHOOLS IN CALIFORNIA) REFUND CALCULATIONS WILL CONTINUE TO BE BASED ON THE PROGRAM.  HOWEVER, WE ARE AWAITING CLARIFICATION FROM THAT OFFICE.

NOTE THAT THIS PROCEDURE PRESENTS AN ADDITIONAL RISK TO SCHOOLS FOR STUDENTS THAT WITHDRAWAL AFTER BEING ISSUED A KIT OF AND BOOKS AND SUPPLIES.  SCHOOLS MAY CONSIDER OTHER MEASURES TO COVER THAT POSSIBLE RISK.

**Rafael Gonzalez**

**President**

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