



## **REFUND POLICY (RP-04)**

## CHANGE HISTORY

Revision	Chapter	Description of Change	Date
1	All	Update of Handbook	01/02/2016
2	All	Update of Handbook	30/06/2018
3	All	Update of Handbook	30/07/2019
4	All	Update of Handbook	30/09/2020

## **ADD & DROP**

The last day to Add or Drop a course is the last day of the second week of classes for Fall and Spring Semesters and the last day of the first week of classes for the Summer Session. A student must complete the official “Add/Drop Form” and submit it to the Office of the Registrar.

## **WITHDRAWAL FROM PROGRAMME**

A student has the responsibility to officially withdraw from the programme. A student must complete the official “Withdrawal Form” and submit it to the Administration Office. Students who withdraw from the Institute before the dates listed below will be charged accordingly.

	<b>FALL &amp; SPRING SEMESTERS</b>	
<b>TIME OF WITHDRAWAL</b>		<b>TUITION CHARGED</b>
<i>Before classes start</i>		0%
<i>During the 1<sup>st</sup> week of classes</i>		30%
<i>During the 2<sup>nd</sup> week of classes</i>		50%
<i>During the 3<sup>rd</sup> week of classes</i>		75%
<i>After the 3<sup>rd</sup> week of classes</i>		100%

## **CANCELLATION OF COURSES**

Courses may be cancelled by the Institute due to insufficient enrolment.

## **CHANGE OF NAME OR ADDRESS**

It is the responsibility of every student to notify the Office of the Registrar of any changes in the name, address, etc.

**PLEASE MAKE SURE TO READ THE INFORMATION INCLUDED IN THE UNIVERSITY BULLETIN  
FOR GENERAL RULES AND REGULATIONS**