



# **THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS**

## **Institutional Refund Policy**

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### **Refunds to Students**

Refunds to students of tuition fees will be processed in the following cases:

- Overpayment of fees
- Where requests for the following have been approved:
  - Leave of Absence (LOA)
  - Withdrawal
  - Deferral of Entry
  - Change of academic/registration status (Full-Time to Part-Time)
  - Reduction in course load (applicable to Part-Time undergraduate students)
- Where a donor has paid monies to UWI and authorized a refund to a student.

The amount of refund payable to students who have been granted Deferral of Entry or Leave Of Absence or who have withdrawn, will be dependent on the date of application of these requests.

Students who pay residence fees but do not take up residence will receive a 100% refund. Students will not be refunded if they discontinue residence before the Semester ends unless another occupant is found. Refunds of residence fees will not be granted for the last three weeks of the semester.

Refunds to students who have received scholarships, grants or any other financial assistance will not be processed until the funds have been received by the University.

### **Refunds to Donors of Scholarships/Bursaries**

Excess funds remitted to the University will be refunded to donors in accordance with the terms and conditions of the relevant scholarship/grant.

### **Refund of Tuition Fees to the Students' Loan Bureau (SLB) and Other Lending Agencies**

The amount of tuition fees refundable to the Students' Loan Bureau and other lending agencies will be based on the refund schedule below unless otherwise agreed with the Bureau or other lending agency.

### **Refund Schedule**

Students will be granted a refund of tuition fees for the relevant semester based on the time frame in which applications for LOA or Withdrawal are made in writing to the Faculty.

- Within the first four weeks of the start of the semester — 100%
- After Week 4 — 65%
- After Week 5 — 50%
- After Week 6 — 40%
- After Week 7 — 25%
- After Week 8 — 0%

**Note:** Students who have not paid fees and have applied for LOA or Withdrawal will be required to pay the fees due before they resume their programme of study, based on the schedule above.

### **Administrative Charge**

There is an administrative charge of USD15.00 for refunds based on LOA and Withdrawal. Students who request LOA or Withdrawal on medical grounds may be given special consideration based on documentation provided to Academic Board or the Campus Committee for Graduate Studies and Research.

## **Procedure to withdraw from The University**

### **Voluntary Withdrawal**

A request for Voluntary Withdrawal must be made by students who are unable to continue or who wish to withdraw from the programme in which they are registered.

All students are required to make their requests by logging into the student portal and selecting **Automated Student Request System**, here they will have the option to apply for voluntary withdrawal.

The application will be processed and written approval is given by the Academic Board or the Campus Committee for Graduate Studies and Research. For the purpose of refunds, the amount/percentage will be dependent on the date of application for withdrawal.

### **Leave of Absence**

A student who finds it necessary to be away from his/her academic programme at the University for a period not exceeding one year, is required to write to the Dean of the Faculty asking for Leave of Absence (LOA). Requests citing medical reasons must be accompanied by medical certification acceptable to the University. Requests based on compassionate, financial or work-related grounds are also considered. Once the request has been accepted for processing by the faculty office, further correspondence is maintained by the Admissions Section acting on behalf of the Academic Board. Responses from the Academic Board Student Matters Sub-Committee

will normally be mailed, but prior arrangements may be made with the Admissions Section for collection of same.

### **Information on Refund Policy**

The information for refund is available via the students' handbook provided either in hardcopy or web version. Attached is a link to our Institutional Refund policy on The University's website <https://www.mona.uwi.edu/fees/refund-policy>

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