



## REFUND POLICY

### THREE-DAY CANCELLATION

Students who provide written notice of cancellation within three business days (excluding Saturday, Sunday, and federal or state holidays) of paying tuition and/or the payment processing fee, but before the first class, are entitled to a refund of all monies paid, excluding the nonrefundable application fee. Refunds will be provided within thirty (30) calendar days of receiving notice of cancellation.

### GENERAL REFUND POLICY

The following tuition refund policy applies to all programs/courses and to all students.

Students are monitored during the first week of each course for signs of activity such as downloading readings, posting to discussion boards, submitting assignments, and completing quizzes and tests. Students who do not demonstrate activity in their courses during the first week are administratively withdrawn or cancelled; the effective day is the 5th day of the course. Students who are administratively withdrawn/cancelled from the course for non-participation will receive a 100% tuition refund. This refund does not include any applicable non-refundable fees, such as: Application Fee, among others. If the Foreign Credential Evaluation has been done, the FCE Fee will not be refundable. Refunds will be issued within thirty (30) calendar days.

If the student withdraws or is terminated from any program course or program and the University has received any monies for tuition or fees more than the student's obligations, the University will refund such excess to the appropriate parties to eliminate any outstanding balances for any student financial aid received by or with respect to the student's account.

Attempts to drop or add courses will be followed by reimbursement of tuition as follow:

- Prior to First class: 100% refund
- During First week of classes: 25% refund
- After first week of classes: No refund

### **SAMPLE REFUND CALCULATION**

A student who cancels in the First Week of the semester would be entitled to a 25% refund of Tuition not including Application Fee or Foreign Credential Evaluation.

Student Pay \$100.00 x 25%=\$25.00 of Refund

### **DROP/ADD/WITHDRAWAL POLICY**

MBTU students can drop and add courses, though this action must be done during the first week of classes after the start of the semester. Later attempts to drop courses will not be followed by reimbursement of tuition but will receive a "W" (as Withdrawn) in the GPA and will not receive any credits. Students withdrawn after the third week will get a letter grade. Students who add/drop/withdraw courses must comply with the following:

1. Inform the Academic Director's office about their interest in adding or dropping courses.
2. Request, complete and deliver to the admissions office the add/drop form.

The Academic Director's office will reply to the student's request within five (5) business days.

Students can Add/Drop courses within the first (1) week after classes have started.

Students who paid full tuition and decide to add courses, must pay the difference at the time their application is approved.

Students who paid full tuition and decide to drop courses during the established time, will receive their refund from the university within 30 business days after the day the withdrawal date was determined.

For students using the financing option, the University will update the final cost and monthly installments once the application to either add or drop courses has been approved.

### **CANCELLATION/MODIFICATIONS SPONSORED BY MBTU PROGRAM**

MBTU reserves the right to cancel a program before it has begun. In such circumstances, program fees are refunded based on the refund policy. MBTU and the associated host institutions reserve the right to make changes, modifications, or substitutions to the program in case of changes to the locations of the host site or in the interest of the program and its participants.

### **NON-REFUNDABLE FEES**

- Application fee \$ 120.00

### **OTHER FEES**

- Graduation fee \$ 200.00
- Foreign Credential Evaluation \$ 200.00
- Transcripts \$ 5.00
- Withdrawal fee \$ 100.00
- Re-entry fee \$ 150.00
- Duplicate Diploma Fee \$ 50.00