



September 11, 2024

## **Cancellations and Refund Policy**

MBTU reserves the right to terminate the contract and withdraw the student from the university:

1. If the Registrar determines that you have failed your program. You should also note that your progression and your final award are not guaranteed and are dependent upon your academic performance.
2. Or not enroll, for Non-Payment of Tuition or Tuition Related Debt, or for inadequate attendance or academic performance on your program, in line with the information contained in the catalog and with the relevant policies and procedures.
3. If you are considered to have breached the university agreement rules.

The University's Student Services Coordinator will conduct a periodic analysis every three weeks of classes. Students who present a platform advance of 10% or less will enter a monitoring process where they will be informed by the Student Services Coordinator of the obligations and activities to accomplish for each registered course. If after this communication, the student reappears in the academic report of the following next three weeks, the University's Academic Department will consider the student as withdrawn from the academic period.

### **Student**

The student is free to decide when or why to leave MBTU. Nevertheless, we request the student to send a written letter or email explaining the reasons or circumstances of why they have decided to withdraw from our university. Additionally, if this school withdrawal is filed during a semester of classes, the student will be subject to the refund policy that they agreed upon their entry to MBTU.

### **Five-Day Cancellation**

Students who provide a written notice of cancellation within Five Calendar Days of paying Tuition, but before the First class, are entitled to a refund of all monies paid, excluding the nonrefundable Application Fee and FCE if applicable. 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 Students who do not demonstrate activity in their courses during the first week are administratively withdrawn or cancelled; the effective day is the 5th day of the course.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. **In the event of 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 follows:

Prior First Week	100%	Except Non Refundable Fee
1st Week	40%	Except Non Refundable Fee
2nd Week	20%	Except Non Refundable Fee
3rd Week	0%	

### Sample Refund Calculation

MBA (With Applicable Scholarship) \$4,446.00

Prior First Week	100%	\$ 555.75
1st Week	40%	\$ 222.30
2nd Week	20%	\$ 111.15
3rd Week	0%	0

### Sample Refund Calculation

#### Time Based Refund of 8 Week Calculation:

- Each 8-Week Term, a Master Student Takes 2 courses.
- The Student with Applicable Scholarship Pay a Fixed Monthly Payment (4 weeks) of \$277.88
- The student withdraws in the Second Week.

#### Refund Calculation:

- Since the student withdraws in the second week, the refund will be 20% of the total payment.
- Total Amount Paid: =\$555.76
- Applicable Refund Percentage (Second Week):20%
- Refund Calculation: Refund=555.76 x 20% =111.15

#### Result:

The amount of the refund the student will receive if they withdraw in the second week is \$111.15.

Our refund policy is fair and equitable. The refund policy is in compliance with the state of Florida Department of Education, Commission for Independent Education. The institution follows strictly the [guidelines](#) in compliance with state requirements Rule - 6E-1.0032(6)(i), F.A.C

### **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/Withdraw **Change of Status Form**

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

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

Students who pay 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 establish 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
- Foreign Credential Evaluation \$ 200.00 (If Applicable)

### **OTHER FEES**

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