



TUITION REFUND REQUEST FORM

Date: _____

Name of Student	Last Name:	First Name:	MI:
Mailing Address	Street	Apt#	City State Zip Code
Email			Phone
Program	<input type="checkbox"/> MBA <input type="checkbox"/> AA	Program	
Quarter	<input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	Year	
Reason for Refund	<input type="checkbox"/> Program withdrawal <input type="checkbox"/> Course Drop <input type="checkbox"/> Termination <input type="checkbox"/> Course Dissolved <input type="checkbox"/> Graduation <input type="checkbox"/> Overpayment/Adjustment <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Others, specify _____		

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL - The student has the right to cancel the enrollment agreement and obtain a refund of all institutional charges paid, less the non-refundable fee through attendance at the first session, or the seventh day after enrollment, whichever is later.

The student has the right to withdraw at any time from the course of instruction after the cancellation period and receive a pro-rata refund for the unused portion of the tuition and other refundable charges if student reaches 60% completion or less of the period of attendance. The amount of the refund is determined by deducting the registration fee from the total tuition charge, then dividing the remainder by the number of hours in the period of attendance to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, including the non-refundable registration fee.

This Section to be prepared by Accounting Department

Quarter Start/ Enrollment Date		Withdrawal/ Cancellation Date		Days		Within seventh day after enrollment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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A. If Student is dropping or withdrawing course(s) enrolled during the quarter, complete the items below. Refund calculation is based on the above described CANCELLATION, WITHDRAWAL and REFUND POLICY also specified in the enrollment agreement.

Courses for Refund	A.1 Total Class for Quarter (weeks)	A.2 Total Instruction Hours [A.1 x 4 hrs]	A.3 Classes Held (weeks)	A.4 Attendance Hours [A.3 x 4 hrs]	A.5 % Completion [A4/A2]	A.6 Tuition Per Class	A.7 Refund (Unearned Tuition) [Days <=7 → A.6] [A.5 <=60% → (1-A.5) x A.6] [else → 0.00]

[A.8] Total Unearned Tuition for Current Quarter [Sum all entries in A.7] →

B. For students either withdrawing or graduating from the program, enter in B.1 the sum of all prepaid tuition payments made including current quarter.

[B.1] Total Tuition Paid to Date (including Prepaid)	
[B.2] Less Current Quarter Tuition Earned [(Sum all entries in A6)-A8]	
[B.3] Prepaid Tuition Balance At End of Quarter [B.1 - B.2] →	

C. Total Tuition Refund

[C.1] Less Non-refundable Fees	
[C.2] Total Tuition Refund [B.3 - C.1] →	

Check Issued on		Check Number		Check Amount		Date Sent/ Received	
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Refund calculation prepared and check issued by:

Accounting Department Signature Date
 Refund Received:

Student Name Signature Date