



REFUNDS AND REGISTRATION CANCELLATION POLICIES

REFUNDS POLICY

All student at the Professional University Dr. Carlos J. Borrero Ríos that files a total withdrawal on or before sixty percent (60%) of the academic term, the formula that governs this policy will be applied. It establishes the balance owed to the institution and the refund as applicable. If the period has ended, the student will be responsible for one hundred percent (100%) of the costs, and the aids will be applied in full.

All student who files total withdrawal by completing the withdrawal form within this term, the refund will be calculated based on:

*Formula

$$\frac{\text{Total days elapsed}}{\text{Total days in the term}} = \% (x) \text{ Total cost of study} = \text{Balance owed}$$

This formula does not apply to general fees. Fifty percent (50%) of the general fees will be reimbursed to any student who processes total withdrawal within this period (60% of the term academic). After this period, the student will not be reimbursed for general fees.

All institutional breaks of five (5) business days or more will be deducted from the computation of the Total days in the academic term.

If the student received financial assistance from federal, state and / or institutional programs credited to the student's account that is not used will be reimbursed to the program of origin or the student if he has paid his tuition costs. The amount will depend on the date of the withdrawal.

PARTIAL WITHDRAWALS (W): Any student who files a partial withdrawal during the first week from the first day of each semester and during the first two (2) days of Summer term classes, 75% of the cost of the course will be reimbursed. This does not apply to general fees. After this period, the student will be charged 100% of the cost of the course.

WITHDRAWAL FOR NO ASSISTANCE (WN): Any student who does not attend the enrolled courses, the professor will identify him / her with N / A in the record of Census Taking and will inform the Registration Office to make the corresponding process of administrative withdrawal for no assistance. The student will be required to reimburse seventy-five percent (75%) of the cost of the course and fees and the student will be responsible for twenty-five percent (25%) of the cost of the course and dues. This type of withdrawal is not covered by Title IV financial aid.

MIDPOINT: All (a) student who at the end of the semester obtains an administrative withdrawal (WA) in their grades due to consecutive absences without justification, abandonment of course, for academic deficiency, discipline problems, among other reasons, a 50% of the costs will be adjusted to the scholarship or financial aid. The student will be responsible for any balance after applying 50% of the scholarship or financial aid. If during the semester the (the) student has received a scholarship or financial aid reimbursement, an account will be registered to charge for the amount of the refund.

Admission and readmission fees, costs of materials, equipment and books are not part of the enrollment agreement and, therefore, are exempt from adjustments to this policy.

The Professional University Dr. Carlos J. Borrero Ríos will use the last day of attendance to determine the days completed in the term. In the case of voluntary and administrative, the institution will consider the date on which it is notified as the last day of assistance.

For administrative dismissals (WA), the last day of attendance will be the last one registered academic activity for the purpose of reimbursement. If the last academic activity day cannot be determined, the institution will use the midpoint of the academic term as last day of attendance.

REGISTRATION CANCELLATION POLICY

All students at Professional University Dr. Carlos J. Borrero Ríos have the right to a full refund of tuition and all expenses paid (except the fee of admission) if they cancel their registration before the start date of classes as established in the current academic calendar.

PARTIAL CANCELLATION: The student can process a partial cancellation of the official registration where he/she will be entitled to reimbursement of the total cost of the course but will not apply reimbursement of general fees. The application of this policy will be for partial cancellations processed before the start of classes.

TOTAL CANCELLATION: The student can process a total cancellation of the official registration where he/she will be entitled to reimbursement of the total cost paid including general fees, except one hundred and fifty dollars (\$150.00) for administrative charges. The application of this policy will be for total cancellations processed before the start of classes.

Note: This policy is designed in accordance with the provisions that govern the programs of Title IV assistance and it may be modified by the institution according to the changes in the aid programs and / or low policies.