

REFUND AND WITHDRAWAL POLICY

STUDENT'S RIGHT TO CANCEL

All tuition is fully refundable upon cancellation of enrollment through attendance at the first-class session, or the seventh (7) day of enrollment, whichever is later.

This time frame is called "**THE CANCELLATION PERIOD**." Students who cancel within THE CANCELLATION PERIOD will receive a refund of all tuition minus the non-refundable application fees paid at the time of enrollment.

To determine the amount of a refund, the student notification of cancellation may be conveyed to the institution in any manner, such as email, phone call, or written notice. Cancellation is effective on the date the notice of cancellation is provided to the institution, If the notice is sent in writing it may be submitted to:

San Ignacio University
3905 NW 107th avenue, STE 301
Doral, FL 33178

Written notice of cancellation may also be sent to the University via email: registrar@sanignaciouniversity.edu If notice of cancellation is sent by e-mail, it is effective when sent. However, the student must confirm that the email was received by the University for the cancellation notice to be valid. Students submitting a written notice of cancellation via email should request a 'read receipt' from the University. If the student does not receive an email confirmation from the Registrar within 24 hours of submission, the student should call the Registrar at 305-629-2929 x 4024.

If the Enrollment Agreement is cancelled the school will refund the student, any money he/she paid, less a registration fee.

WITHDRAWING FROM THE UNIVERSITY AFTER THE CANCELLATION PERIOD

After THE CANCELLATION PERIOD has passed students have the right to withdraw from the University at any time and they have the right to receive a pro rata refund based on the refund table below. When a student is withdrawn from the University for any reason, a refund calculation will be performed, and any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

A student shall be deemed to have withdrawn or been dismissed from the University when any of the following occurs:

1. Student notifies the University of their intent to withdraw.
2. The school terminates the student's enrollment.
3. Student fails to return from a leave of absence.
4. A student fails to attend courses. In this case, the date of dismissal shall be deemed to be the last date of recorded activity.

PLEASE NOTE: Depending on the circumstances, the University will determine if a failure to attend a course or courses may result in simply a withdrawal from the course(s) or a dismissal from the University.

Refund calculation is the same for hybrid and online students

Withdrawal date (Term week)	Refund %
The first week of classes (Day 1- 7) Cancellation Period.	100%
During the second week of classes	80%
During the third week of classes	60%
During the fourth week of classes	40%
During the fifth week of class	20%
During the sixth week of class	0%
During the seventh week of class	0%
During the eighth week of class	0%

Sample Refund Calculation

A bachelor's degree student paid \$1360 for her first month tuition and fee. He/she was scheduled for four courses. In the third week, she formally withdrew from two of the four courses. Her application fee of \$85 was not refundable. She was refunded \$1275 divided by 4 (# of courses scheduled in the term) x 2 (courses withdrawing) x 60% (percentage for that week of withdrawal). The student received a tuition refund of \$382.5.

A student from the Associate degree program paid \$1360 towards his/her first month tuition payment, which includes the \$85 application fee. He/she was scheduled for four courses (12 credits). Three days later the student withdrew from the program and received a full refund based on the CANCELLATION PERIOD less than the application fee of \$85 equaling \$1275.

A master degree student paid his/her tuition of \$1232.5 for first month tuition, \$1147.5 plus \$85. the student was scheduled for three courses. In the 8th week, he/she formally withdrew from one of her courses. Her application fee of \$85 was not refundable and was failed to get any refund because the withdrawal from the course was after the fifth week of the semester.

Non-Degree Program - ESL table of refunds

1st week of class	100% of tuition less than the application fee and any other fees.
After 1 st week of class	Students terminated within 25% of the program, tuition retained by SIU is 25% of the tuition paid.
After 25%	Students completed 25% of the course but are within 50% of the course, tuition retained by SIU is 50% of the tuition paid
After 50%	A student who completed 50% or more is not entitled to a tuition refund.

Withdrawal policy for Students Receiving Veterans Benefits: Students who have received any veteran's benefits must also report their withdrawal to the veteran's advisor. The Withdrawal Initiated by withdrawal form must include the student's last date of class

attendance. Failure to follow established procedures could affect his or her future eligibility for veteran's benefits.

Course Drops: When a student drops or is dropped from a course(s), the institutional refund policy calculation will be performed for the charges applied to the course(s). Any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

Credit Balances: Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state, or accrediting agency statutes, rules, regulations, and/or standards.