



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN (UCC)**

Fostering Leadership & Innovation

TUITION FEE REFUND POLICY

Refunds will only be processed where:

1. A programme/module is cancelled by the University after a student has paid fees;
2. A student completely withdraws from his/her programme of study;
3. Payments that have been made beyond the FULL programme fee for persons still enrolled in a UCC Programme.

Subject to the provisions above, refunds will not be processed for students still enrolled in a UCC programme, where additional tuition will become due prior to completion of programme of study.

Students are therefore encouraged to ensure that they pay the correct amount for tuition, less any available discounts or scholarships, as such amounts will be applied to future terms and not refunded.

PROGRAMME/MODULE CANCELLATION

The UCC reserves the right to cancel a scheduled programme/module if the registration is insufficient to meet the minimum class size requirements. In such instances, all monies already paid will be refunded.

STUDENT WITHDRAWAL

New Students

A new student may cancel his/her enrollment contract, provided UCC is notified by the end of the Add/Drop period for the first Semester/Academic Session. In such cases the UCC will retain the non refundable deposit only, and any other funds paid will be refunded in full.

New Students withdrawing from the programme of study in the first semester **AFTER** the close of the Add/Drop period, **irrespective of attendance**, will be charged the tuition payable for any modules for which the student registered for the semester/academic session. Any funds remaining on the students

account thereafter will be refunded, subject to an Administrative Fee of J\$3,500.00.

Returning Students

If the participant withdraws after the close of the Add/Drop period, **irrespective of attendance**, the UCC will retain the tuition payable for any modules for which the student registered for the semester/academic session. Any funds remaining thereafter will be refunded, subject to an Administrative Fee of J\$3,500.00.

Note: Students applying for a Leave of Absence or Deferral are not eligible for refunds. Any monies paid for tuition will be held and applied to the student's account on return.

Application for Refunds are to be submitted in writing using the official Request for Refund Form available from the Receptionist at the Main Campuses in Kingston or the Regional Campuses. The Form must be accompanied by copies of the receipts for payments made.