



**UNIVERSITY COLLEGE OF THE CARIBBEAN
TUITION FEE REFUND POLICY
ACADEMIC YEAR 2010-2011**

Refunds are processed where:

1. A programme/course is cancelled by the University after a student has paid tuition fees;
2. A student completely withdraws from his/her programme of study.

Programme/Course Cancellation

The UCC reserves the right to withdraw a scheduled course if the registration is insufficient to meet the minimum class size requirements. In such instances, all monies will be refunded.

Student Withdrawal

A participant may cancel his/ her enrollment contract at no penalty, provided UCC is notified no less than two (2) weeks prior to commencement of the course. In such cases the UCC will retain the registration fee only.

If the participant withdraws after instructions have begun, *irrespective of attendance*, the UCC will retain the registration fee, and charge for tuition as follows:

1. For participant terminating his/her training within the first week of the term, tuition charges will be 40% of the tuition of the term.
2. For a participant terminating his/her training after one week, but within the first four weeks, the tuition charges will be 60% of the total tuition of the term.
3. For a participant terminating his/her training after the first four weeks of the teaching programme, the tuition charges will be 100% of the term.

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.

February 2011