



## INSTITUTIONAL CANCELLATION AND REFUND POLICY

Universidad Professional Dr. Carlos J Borrero (UPDCJBR) cancellation and refund policy is based on the following principles:

1. The academic year consists of two semesters of fifteen (15) weeks each, and a special summer session DNAP, twelve (12) weeks for MSN and eighteen (18) weeks for MSA and undergraduate programs.
2. Reimbursements will be made within thirty (30) calendar days after the effective date of the total withdrawal.
3. To determine the amount of the refund, the day on which the student officially withdraws from one or all the courses enrolled in for an academic session will be used.

The following cancellation and refund policy applies to all students, including those who have requested a deferred payment plan and requests a total withdrawal.

1. **Total Cancellation:** All money paid for tuition and fees, except for the admission fee, will be refunded if the student decides not to study and officially cancels his or her enrollment before the first day of class.
2. **Partial Cancellation:** All money paid for tuition and fees, except for the admission fee, will be refunded for partial cancellations processed before the start of classes.
3. **Once classes have begun:** UPDCJB will refund the tuition fee as set forth below:
  - a. During the first week of classes, 75% of the total tuition fee will be reimbursed.
  - b. During the second week of classes, 50% of the total tuition fee will be reimbursed.
  - c. During the third week of classes, 25% of the total tuition fee will be refunded.
  - d. During and after the fourth week of classes no money will be refunded.

The cancellation and refund policy for summer sections is as follows:

1. Withdrawal before the first day of classes:
  - a. A full refund will be processed except for any applicable registration fee.
2. NO refunds will be processed after classes have begun.