

Tuition and Fees Refunds Criteria Table

Time of Leave of Absence or Voluntary Termination of Studies	Percentage of Tuition/Miscellaneous Fees Refunded	Notes
1. Students who apply for leave of absence or voluntary termination of studies before or on the day of registration.	No payment required. Full refund for students who have paid the tuition and fees.	
2. Students who apply for leave of absence or voluntary termination of studies during the time period from the day after registration day to the day before classes begin.	Refund 2/3 of the tuition fees. Full refund of the miscellaneous fees.	If payment is calculated on the basis of credit hour fees plus basic tuition and fees or basic tuition and fees alone, then all of the credit hour fees will be refunded, along with 2/3 of the basic tuition and fees (or credit hour fees plus basic tuition and fees).
3. Students who apply for leave of absence or voluntary termination of studies during the time period from the first day of classes up until but not exceeding 1/3 of the semester.	Refund 2/3 of the tuition and miscellaneous fees.	If payment is calculated on the basis of credit hour fees plus basic tuition and fees or basic tuition and fees alone, then 2/3 of the credit hour fees will be refunded, along with 2/3 of the basic tuition and fees (or credit hour fees plus basic tuition and fees).
4. Students who apply for leave of absence or voluntary termination	Refund 1/3 of the tuition and miscellaneous fees.	If payment is calculated on the basis of credit hour fees plus basic

<p>of studies during the time period from the first day of classes past 1/3 but not exceeding 2/3 of the semester.</p>		<p>tuition and fees or basic tuition and fees alone, then 1/3 of the credit hour fees will be refunded, along with 1/3 of the basic tuition and fees (or credit hour fees plus basic tuition and fees).</p>
<p>5. Students who apply for leave of absence or voluntary termination of studies during the time period from the first day of classes exceeding 2/3 of the semester.</p>	<p>No refunds.</p>	

Notes :

1. The registration day, first day of classes, and calculation of the semester mentioned above should follow the announced academic calendar of each college/university. If the college/university does not set the day of registration, then the deadline for registration and paying tuition and fees will be the registration day.
2. For students who apply for leave of absence or voluntary termination of studies, the date of the leave or termination for purposes of calculating refunds should be the day the students (or parents) apply to the college/university officially for leave of absence or voluntary termination of studies. For students who are expelled from the university, the date of the expulsion should be the day that the official expulsion notice is received. However, if the student continues their studies while appealing the expulsion, then the official date of the expulsion should be the day that the student actually leaves the university.
3. Students who apply for leave of absence or voluntary termination of studies should complete the process of leaving school before the deadline set by the university. If the process is delayed for reasons for which the student is responsible, then the date for calculating refunds will be the day that the student actually leaves school.
4. Each college/university is not allowed to accept any fees before the scheduled starting date of the semester, as indicated on its official academic calendar.