

NATIONAL UNIVERSITY COLLEGE INSTITUTIONAL REFUND POLICY

The Institutional Refund Policy regulates how National University College (NUC) will manage the charges when a student cancels his enrollment, adds and/or drops courses during the add-drop period, or withdraws prior to completing a term. The Institutional Refund Policy applies to all students enrolled at NUC.

The student has the right to cancel his/her enrollment agreement within three (3) business days from the student's signing his/her enrollment agreement. To cancel the enrollment agreement, the student must complete the Enrollment Cancellation Request form which is available at the admission's office. Upon cancellation of the enrollment agreement, the institution will cancel all of the student's financial obligations, other than books and supplies which are not returnable because of use.

Any student who is registered for a term will have until the end of the add-drop period, as specified in the academic calendar, to cancel his/her term enrollment or add/drop courses without penalty. Any charges for tuition and fees, as well as any funds paid for supplies, books or equipment which can be returned to the institution during this period will be refunded. Except for exceptional circumstances, there will be no adjustments for these charges after this period. Any student, who does not cancel his/her term registration prior to the end of the add/drop period and does not attend classes, may incur in a non-refundable fee of \$ 100.00 to cover administrative expenses.

If a student attends but withdraws prior to completing a term the percentage used to determine the applicable charges will be the percentage of completed days from the total days in the term, rounded to the nearest 10% or \$ 100.00, whichever is greater. NUC will use the last day of attendance to determine the days completed in the term. The table below provides details about how percentages are determined.

Completed Days/Total Term Days	Percentage due to the Institution
.01 % to 10.0%	10%
10.01 % to 20.0%	20%
20.01 % to 30.0 %	30%
30.01 % to 40.0%	40%
40.01 % to 50.0%	50%
50.01 % to 60.0%	60%
60.01 % to 100%	100%

There are several fees that are exempt from adjustment in this refund policy. These are:

Admission Fee – Non-refundable	\$25.00
Readmission Fee – Non-refundable	\$25.00
Student Accident Insurance	\$5.00

NUC reserves the right to exclude other fees it deems necessary for calculating debt adjustment.

The student is responsible for the outstanding balance on his/her account, after the institution has applied any financial aid for which the student is eligible. Institutional refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn.

The Bursar's Office has the responsibility to apply this policy to the accounts of students which require it.