



Online M.A. in Sustainable Peace in the Contemporary World

Withdrawal and Reimbursement Policy

If an Online M.A. student withdraws their enrolment from UPEACE, they must inform the Distance Education Department in writing, indicating the date the withdrawal is effective and explaining the reasons for withdrawal.

- If the withdrawal is within the first four weeks of classes in the academic term, the students will receive a reimbursement of **60%** of the payment already made.
- If withdrawal is after the first four weeks of classes in the academic term, the student will receive **40%** of the payment already made.
- If withdrawal is after the first six weeks of classes in the academic term, the student will receive **20%** of the payment already made.
- If withdrawal is after the first eight weeks of classes in the academic term, the student **will not receive any refund.**
- Fees are non-refundable for individual courses if the request is made after the course begins.

Deferral Policy

If an Online M.A. student requests to defer (be removed from the online classroom and re-enrolled once the course is offered again) for failing to complete the course requirements, they will be eligible to do so if:

- They are willing to begin the course from the beginning and comply with all academic requirements
- There is room available in the online course once it is offered again.
- They will not have to pay any additional fees for the first deferral if the above conditions are met. However, if further deferrals are requested, they will be required to pay 50% of the current course tuition.
- If an individual course taker requests to defer for failing to complete the course requirements, they will need to pay an additional 50% of the current course tuition. The Programme Coordinator will send an email to the student, accepting their request, and the payment page will be adjusted to allow the payment