University for Peace

UPEACE Withdrawal and Refund Policy

Students from our master programmes are required to advance a full or partial payment of their tuition after admission is granted. In the case a student decides to cancel his or her enrolment, a "Withdrawal and Refund Request Form" must be submitted to the corresponding Head/Coordinator of Department and to the Office of the Registrar (registrar@upeace.org)

The request will be reviewed, followed by a communication to the student approving or disapproving the request. This response may occur within the first 7 days (a week) after the date the request was received.

1. Conditions

Only under special or extenuating circumstances* the university will apply:

- **Full refund of the money paid** minus the nonrefundable administrative fees ($2,500), and transactional/bank fees (if applicable).
- **Pro-rated refund of the money paid** minus the nonrefundable administrative fees ($2,500), cancellation fees $500 USD, and transactional/bank fees (if applicable).

A full refund of the money received may be granted only to students who cancel their enrolment three months in advance to the start of classes.

Students who decide to withdraw before the start of the programme and before the end of the second course will be refunded as follows:

Timing	Percentage of refund and other considerations
Three (3) months before the start of the programme	100% of the money received – $2,500 nonrefundable administrative fees – transactional/bank fees
Before the end of the second course	40% of the money received – $2,500 nonrefundable administrative fees - $500 cancellation penalty fees - any money owed to the institution – transactional/bank fees

2. Considerations

a) In the case an applicant withdraws and requests a full refund (after the end of the second course), neither the $2,500 USD (administrative fees) nor the $500 (cancellation penalty fees) will be returned.

3. Exceptions

a) Cancellation penalty fees will be returned only if withdrawal from the programme happens three months before the start date of the programme, obeying unforeseen extenuating reasons that includes health conditions (physical or mental) proven with valid/official documentation, family emergency, financial constraints, and calls for military duties.

b) No refund will be granted to students who fail to join the programme from the start date or provide valid/legitimate documentation to justify their withdrawal from the programme.

c) Students who have earned credits for classes yet decide to suspend their studies (due to personal, health or financial reasons) before the end of the first semester (i.e. end of December, for regular MA programmes) are strongly encouraged to resume their studies (as soon as possible and before the first two years after the withdrawal is effective) either through the online or face-to-face version of the master. In the meantime, there status will indicate "deferral."

d) UPEACE will freeze the paid tuition (without deducting the $2,500 administrative fees) and apply it towards the period of their reinstatement. Returning students will be required to pay any remaining balance of the total cost of tuition, corresponding to the amount to be paid (either full tuition payment or total tuition costs after waiver) indicated in their original Financial Terms.

e) If a student returns to study past the agreed 2-year period, the corresponding Academic Department will inform of any "refresher "course the (returning) student should take to earn the total credits for completion of the master programme.

f) UPEACE may defer a student's admission and transfer the payment received (with no deduction of the administrative fees) up to two successive academic periods.

g) Students who fail to confirm their enrolment and join the period to which his/her/their enrolment was deferred will receive zero ($0) refund.

h) UPEACE will waive the required first tuition payment for students from countries with visa restrictions pertaining to groups 1 and 2. However, at least the (non-refundable) $2,500 USD administrative fees should be received by UPEACE before starting the visa process.

i) In the case of (pre-approved or entry) visa refusal, students may be entitled to receive a full refund of the money received (minus the transactional/bank fees for the refund).

j) Tuition refunds will be processed only through transfers to a bank account in which the student appears as the account holder.
   a. Only in exceptional cases, refunds may be paid directly to the person/organization payor of the first installment.
   b. No credit card refunds, or money order payments may apply.

k) Tuition excess payments will be reimbursed (in cash) if the amount does not exceed $99 USD or through bank transfers if the amount exceeds $100 USD dollars.

l) Students who fail to comply with the institutional values and is proven to behave inappropriately and/or viciously (with evident violence/brutality, racism, harassment, etc.) against someone, will be immediately expelled and will not be eligible for a refund of the money paid for tuition.

m) Administrative fees ($2,500 USD or any other amount specified in the student´s Financial Terms) are non-refundable.