

**University of Asia and the Pacific
REFUND POLICY**

Confirmation Fee: Should the student decide to withdraw from the University at any time after confirmation or after enrollment, before the start of classes, or at any time after the start of classes, the Confirmation Fee is deemed forfeited.

Tuition & Miscellaneous Fee:

a. All withdrawal of enrollment to be valid must be done in writing. The effectivity date of the withdrawal is based on the date the letter was received by the Registrar's Office.

b. If the student has paid the pertinent tuition and other fees in full or for any period longer than one month but he voluntarily and in writing withdraws from the university, transfer to another university, go on Leave of Absence (LOA), or drops a subject he enrolled in within two (2) weeks after the beginning of classes, he shall be entitled to a refund of tuition and/or other fees based on the following schedule:

within the first week of class	- 75% refund
within the second week	- 50%
after the second week	- no refund

c. If the student withdraws his enrollment, in writing, after the second week of classes, he is not entitled to any refund.

d. The tuition fee refund policy shall apply even if the student has not attended classes.

Ref.: Reg 102/2010; MAN 257/2009
Education Law, Art XX

SY 2017-2018

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