



Refund Policy

Students who wish to withdraw or drop a course(s) or program must follow refund guidelines provided they have not been funded by the university.

1.- All tuition and fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the University or if the student cancels within three (3) business days after signing this Enrollment Agreement. Application records will be kept on file for denied applicants for a period of two (2) years.

2.- Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$100.00 non-refundable application fee.

3.- A Student can add or drop course(s) during the first week of classes without penalties. This period is known as the “add/drop period”.

4.- Dropping a course(s) after completion of the first full week of classes will result in a prorated refund of tuition using the Refund Table:

Refund Chart / Tabla de devolución	
Date of Withdrawal / Fecha de retiro	% Refund / % de Reembolso
After signing the enrollment agreement, but before start the classes / Después de firmar el enrollment agreement, pero antes del inicio de clases	100%
Before the end of Week 1 / Antes del fin de la semana 1	100%
Before the end of Week 2 / Antes del fin de la semana 2	90%
Before the end of Week 3 / Antes del fin de la semana 3	80%
Before the end of Week 4 / Antes del fin de la semana 4	0%

5.- Dropping a course(s) after the completion of week 4 in a term will result in no refund, and the student will be responsible for the total cost of the course(s).

6.- Books are not included in the cost of tuition and are sold by separate vendors.

7.- A withdrawal is considered to have occurred on the date the student officially submits a withdrawal form, or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of withdrawal used to compute the refund.

8.- Refunds are made within 30 days of the date of withdrawal.

9.- The Office of the Registrar can be contacted for any question related to the Refund Policy by phone at (786)-477-6455 or by e-mail at registrar@summauniversity.us

10.- No Fees are refundable except as identified in this section