

Tuition & Fees Refund Policy at Junior Colleges and Institutions of Higher Education

Date of Suspension of / Withdrawal from Studies	Percentage of Tuition and Fees Refunded	Remark
1. A student applies for suspension or withdrawal on or before the enrollment deadline.	He/she doesn't have to pay the tuition and other required fees. If he/she has already paid the tuition and other required fees, 100% of the tuition and fees will be refunded.	
2. A student applies for suspension or withdrawal between the next day of the enrollment deadline and the day before the first day of school.	Two-thirds of the tuition and 100% of fees will be refunded.	If payment is calculated based on credit fees plus basic tuition & fees or basic tuition & fees only, 100% of the credit fees and two-thirds of the basic tuition & fees (or credit fees plus basic tuition & fees) will be refunded.
3. A student applies for suspension or withdrawal after the first day of school but before one-third of the semester has elapsed.	Two-thirds of the tuition and fees will be refunded.	If payment is calculated based on credit fees plus basic tuition & fees or basic tuition & fees only, two-thirds of the credit fees and the basic tuition & fees (or credit fees plus basic tuition & fees) will be refunded.
4. A student applies for suspension or withdrawal after one-third of the semester has passed, but before two-thirds of the semester has elapsed.	One-third of the tuition and fees will be refunded.	If payment is calculated based on credit fees plus basic tuition & fees or basic tuition & fees only, one-third of the credit fees and the basic tuition & fees (or credit fees plus basic tuition & fees) will be refunded.
5. A student applies for suspension or withdrawal after two-thirds of the semester has elapsed.	No refunds are given.	

Notes:

1. The enrollment deadline, the first day of school, and the calculation of the semester mentioned above should follow the announced academic calendar of each college/university. If a college/university doesn't set an enrollment deadline, the deadline for enrollment and payment will be the enrollment deadline.
2. If a student applies for suspension of studies or voluntary withdrawal from studies, the calculation of refunds should be based on the date on which the student (his/her parent or guardian) formally applies to the unit-in-charge of his/her college/university. If a student is expelled from his/her college/university, the calculation of refunds should be based on the date on which an official expulsion notice is serviced. However, if the student continues to attend classes while appealing against the expulsion, the date on which he/she leaves his/her college/university should be used to calculate refunds.
3. Students applying for suspension or withdrawal should complete the school leaving process before the deadline set by their colleges/universities. If the process is delayed for reasons for which the student is responsible, the calculation of refunds should be based on the date on which the student leaves his/her college/university.
4. Colleges and universities are not permitted to collect any tuition or fees in advance of the start date of a semester as outlined in their academic calendars.