



Applicant Fee Refund Policy

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Owner:	Senior Vice President for Enrollment
Summary:	This policy describes University of the People's refunds procedures

Policy Statement

The purpose of this policy is to describe the procedures in relation to refund processing fees paid to University of the People ("UoPeople", the "University") by applicants and students. This policy should be read in conjunction with the University's Financial Aid and Payments Policies, where relevant.

University Fees and Refunds Process

University of the People is a tuition-free, non-profit institution. Applicants and students are asked, however, to pay modest Application and Examination Processing Fees. These processing fees cover the institution's cost of delivering its educational services.

The processing of these fees are administrated by the Payments Office.

I. Application Processing Fee

The University's Application Processing Fee is US \$60 and it is non-refundable.

II. Conditions for a Refund

Applicants who withdrew their application before an admissions decision was made, may write a formal request to their Admissions Advisor asking for a refund.

III. Refund Processing

The Program Advising Director will evaluate it in his or her discretion. Refunds will be available to the applicant within 30 days from the submission of the formal request via the same payment method the payment was made.