



## **Cancellation and Refund Policy**

### **Student's Right to Cancel:**

A student who cancels the enrollment agreement within seven days (until midnight of the seventh day excluding Saturdays, Sundays, and legal holidays) after signing the agreement will receive a refund of all monies paid except the non-refundable application fee. A student who cancels after seven days but prior to the student's first lesson and materials are received will receive a refund of all monies paid except for the nonrefundable application fee. All requests for cancellation by the Student must be made through verified email or by writing to the Registrar, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date the email or written notice of cancellation is sent. A withdrawal may be effectuated by the student's notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the institution sent first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

### **Refund Policy:**

Students officially withdrawing or leaving from Olivet University International may receive a partial or full refund of tuition. Regardless, a \$15 drop fee will be applied per course drop fee. All other fees are non-refundable. Refunds will be based on the total charge incurred by the student at the time of withdrawal or leave, not the amount the student has actually paid. Students must complete a Student Withdrawal Form or Leave of Absence Form and submit it to the Registrar's office. The effective date is the date that the student files the form. Refunds will be made within 30 calendar days of the notification of an official withdrawal or leave of absence.

#### **Fall, Winter and Spring quarter:**

- 100 percent Refund – Withdrawal or granted the leave of absence before the 1<sup>st</sup> week
- Partial Refund\*- Withdrawal or granted the leave of absence after the 1<sup>st</sup> week of the quarter and prior to the end of the 5<sup>th</sup> week or prior to the course completion of 50 percent
- No Refund - Withdrawal or granted the leave of absence after 5<sup>th</sup> week or the course completion of 50 percent

#### **Summer quarter:**

- 100 percent Refund – Withdrawal or granted the leave of absence before the 1<sup>st</sup> week
- Partial Refund\*- Withdrawal or granted the leave of absence after the 1<sup>st</sup> week of the quarter and prior to the end of the 3<sup>rd</sup> week or prior to the course completion of 50 percent



- No Refund - Withdrawal or granted the leave of absence after 5<sup>th</sup> week or the course completion of 50 percent

\*Partial Refund is based on the tuition billed for the quarter in which the student withdraws, according to the following formula:  $\text{tuition} / \text{total program hours} \times \text{course completed hours} = \text{tuition earned by the school}$ . For the purpose of this calculation, the total program hours equals the number of hours scheduled for the term.

**Loans:** If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

**Bankruptcy:** Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

Presently, Olivet University International does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

**California Student Tuition Recovery Fund:** Students must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

1) A student in an education program, who is a California resident, or is enrolled in a residency program, and prepay all or part of their tuition either by cash, guaranteed student loans, or personal loans, and

2) Student whose total charges are paid by a third party such as an employer, government program or other payer, and who has no separate agreement to repay the third party. Students may be eligible for STRF if they are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- 1) The school closed before course of instruction was completed.
- 2) The school's failure to pay refund or charges on behalf of the student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4) There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.



## Sample Student Refund Calculation

*Student requests to drop course AFTER the first week, i.e. in Week 2, (and after the 7-day cancellation period from the time of enrollment):*

Institutional Charge	Eligible Refund
Tuition (8-credit undergraduate course)	\$2,184
Technology Fee and Library Fee	(\$180)
Net Remaining Tuition	\$2,184
Refund Percentage	80%
Eligible Refund	$\$2,184 * 80\% = \$1,747.20$