



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 through verified email to registrar@international.olivetuniversity.edu or in writing to the Registrar, Olivet University International, 36401 Tripp Flats Rd. Anza, CA 92539. Cancellation is effective on the date written notice of cancellation is sent. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

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. All other fees are nonrefundable. 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.

Refund Calculation:

100 percent Refund – Withdrawal or Leave of Absence Form received before end of week 1 of the academic term.

Partial Refund*- Withdrawal or Leave of Absence Form received after end of week 1 of the quarter and prior to the end of week 5. Partial refund is calculated by dividing the number of calendar days enrolled in the term by the number of total days of instruction in the term. The result will be the portion of tuition charged that will not be refunded.

No Refund - Withdrawal or Leave of Absence Form received after completion of 50 percent of course length.

Colloquium Fees Refund - Some of the courses in the Doctoral of Ministry program have a short in-residence component called Doctoral Colloquium. Charges related to the Colloquium include



a one-time registration fee of \$100¹, and \$550 for housing and food². A student can receive 100 percent refund of the registration fee if he/she cancels the colloquium before completing the first session of the colloquium. There will be no refund for the registration fee if the student cancels the colloquium after completing the first session. The \$550 housing and food fee can be refunded 100 percent if a student cancels at least 30 days before the colloquium starts. There will be no refund for the food and housing fee if a student cancels within 30 days before the colloquium starts or after the colloquium starts.

Table of Academic Term Lengths for Refund Calculations		
	Weeks of Instruction	Days of Instruction (For Refund Calculations)
Fall, Winter, Spring Terms	10	70
Summer Term	8	56
Doctoral Year Term	36	252

Sample Student Refund Calculation 1: Undergraduate Studies

In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. An undergraduate student submits the notification to drop a course on October 2 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped past September 27, the "Last day to add/drop courses without charge" as published in the Academic Calendar. October 2 is the 13th calendar day of the term. The term length of the Fall term for the purpose of refund calculations is 70 days.

- $1 - (13 / 70) = 81.43\%$
- 81.43% of \$968 (for 4 credits @ \$242 per credit) paid = \$788.24
- Drop fee of \$15 per course x 1 course = (\$15)
- TOTAL REFUND DUE TO STUDENT = \$773.24

Sample Student Refund Calculation 2: Master of Divinity

In 2018 the Academic Calendar on the university website lists July 2 (Monday) as the first day of classes in the Summer quarter. A Master of Divinity student submits a notification to drop two course on July 29 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 6 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.

- $1 - (28 / 56) = 50\%$

¹ May subjected to change in the future.

² The whole amount will be paid to the 3rd party through OUI. It can be waived if a student can make arrangements for housing and food by his/her own.



- 50% of \$2,224 (for 8 credits @ \$278 per credit) paid = \$1,112.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,082.00

If the same student would have submitted the drop request on July 30, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.

Sample Student Refund Calculation 3: Master of Information Technology

In 2018 the Academic Calendar on the university website lists July 2 (Monday) as the first day of classes in the Summer quarter. A Master of Information Technology student submits a notification to drop two course on July 29 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 6 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.

- $1 - (28 / 56) = 50\%$
- 50% of \$2,984 (for 8 credits @ \$373 per credit) paid = \$1,492.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,462.00

If the same student would have submitted the drop request on July 30, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.

Sample Student Refund Calculation 4: Master of Business Administration

In 2018 the Academic Calendar on the university website lists July 2 (Monday) as the first day of classes in the Summer quarter. A Master of Business Administration student submits a notification to drop two course on July 29 (Withdrawal or Leave of Absence Form) to the registrar via email. The course was dropped on the 28th calendar day and past the July 6 "Last day to add/drop courses without charge" as published in the Academic Calendar. The total term length is 56 days for the purpose of calculating tuition refunds.

- $1 - (28 / 56) = 50\%$
- 50% of \$4,000 (for 8 credits @ \$500 per credit) paid = \$2,000.00
- Drop fee of \$15 per course x 2 courses = (\$30)
- TOTAL REFUND DUE TO STUDENT = \$1,970.00

If the same student would have submitted the drop request on July 30, the course would not have been possible to drop anymore. No refund would have been granted and no drop fee would have applied.

Sample Student Refund Calculation 5: Doctor of Ministry (Non WOA Missionaries)



In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. A Doctor of Ministry (Non WOA missionaries) student submits a notification to drop 5 courses on October 7 (Withdrawal or Leave of Absence Form) to the registrar via email, the 18th calendar day of the term. The course was dropped past September 27, the "Last day to add/drop courses without charge" as published in the Academic Calendar. Since it's the first year of the student's doctoral study, the student needs to attend the Doctoral Colloquium. At the time the courses were dropped, the Doctoral Colloquium did not begin yet, but it was within 30 days before the colloquium began, and the student had already paid the colloquium fees. The total term length is 252 days for the purpose of calculating tuition refunds.

- $1 - (18 \text{ calendar days} / 252 \text{ term days}) = 92.86\%$
- Tuition paid: \$4,950 (for 11 credits @ \$450 per credit)
 - $92.86\% = \$4596.57$ refund
- Colloquium Registration Fee paid: \$100 = \$100 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$4,621.57

If the same student would have dropped the courses above on November 6, 2018, the second day of classes at the colloquium and the 48th calendar day of the term, the refund calculation would have been as follows:

- $1 - (48 \text{ calendar days} / 252 \text{ term days}) = 80.95\%$
- Tuition paid: \$4,950 (for 11 credits @ \$450 per credit)
 - $80.95\% = \$4007.03$ refund
- Colloquium Registration Fee paid: \$100 = \$0 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$3,932.03

Sample Student Refund Calculation 6: Doctor of Ministry (WOA Missionaries)

In 2018 the Academic Calendar on the university website lists September 20 (Thursday) as the first day of classes in the Fall quarter. A Doctor of Ministry (WOA missionaries) student submits a notification to drop 5 courses on October 7 (Withdrawal or Leave of Absence Form) to the registrar via email, the 18th calendar day of the term. The course was dropped past September 27, the "Last day to add/drop courses without charge" as published in the Academic Calendar. Since it's the first year of the student's doctoral study, the student needs to attend the Doctoral Colloquium. At the time the courses were dropped, the doctoral colloquium did not begin yet, but it was within 30 days before the colloquium began, and the student had already paid the colloquium fees. The total term length is 252 days for the purpose of calculating tuition refunds.



- $1 - (18 \text{ calendar days} / 252 \text{ term days}) = 92.86\%$
- Tuition paid: \$2,933.37 (for 11 credits @ \$266.67 per credit)
 - $92.86\% = \$2,723.93$ refund
- Colloquium Registration Fee paid: \$100 = \$100 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$2,748.93

If the same student would have dropped the courses above on November 6, 2018, the second day of classes at the colloquium and the 48th calendar day of the term, the refund calculation would have been as follows:

- $1 - (48 \text{ calendar days} / 252 \text{ term days}) = 80.95\%$
- Tuition paid: \$2,933.37 (for 11 credits @ \$266.67 per credit)
 - $80.95\% = \$2,374.56$ refund
- Colloquium Registration Fee paid: \$100 = \$0 refund
- Colloquium Housing and Food Fee paid: \$550 = \$0 refund
- Drop fee of \$15 per course x 5 course = (\$75)
- TOTAL REFUND DUE TO STUDENT = \$2,399.56

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.

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:

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 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:

The school closed before course of instruction was completed.

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.

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.

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. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.