



TUITION REFUND POLICY

Students who wish to withdraw or drop a course(s) or program must follow refund guidelines:

- All tuition and fees will be refunded if, before the program begins, the applicant is not accepted by the University or if the student cancels within five (5) calendar days after signing the Enrollment Agreement. Application records will be kept on file for denied applicants for two (2) years.
- Cancellation after the fifth (5th) calendar day, but before the first class, will result in a refund of all monies paid, minus the \$100.00 non-refundable registration fee.
- 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.”
- Dropping a course(s) after completion of the first full week of classes will result in a prorated refund of tuition per the refund table below.

Refund chart	
Withdrawal Date (Term Week)	Refund Amount
Before the end of Week 1	100%
Before the end of Week 2	90%
Before the end of Week 3	80%
Before the end of Week 4	0%

- Dropping a course(s) after the completion of week three in a term will result in no refund, and the student will be responsible for the total cost of the course(s).
- 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determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first.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.
- Refunds are made within 30 days of the date of withdrawal.
- 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.edu
- No Fees are refundable except as identified in this policy.

Example:

A student enrolled in a 3-semester credit hour course in the Executive Master of Business Administration program paid tuition in full prior to the term start (\$131.20 per credit hour x 3 = \$393.60). The student withdrew during week 2 and received a refund of \$354.24 or 90% of the total amount paid.