



September 30, 2024

## **Cancellations and Refund Policies**

MBTU reserves the right to terminate the contract and withdraw the student from the university:

1. If the Registrar determines that you have failed your program, remember that your progression and final award are not guaranteed and depend on your academic performance
2. Or not enroll, for Non-Payment of Tuition or Tuition Related Debt, or for inadequate attendance or academic performance on your program, in line with the information contained in the catalog and with the relevant policies and procedures.
3. If you are considered to have breached the university agreement rules.

The University's Student Service will conduct a periodic analysis every three weeks of classes. Students who present a platform advance of 10% or less will enter a monitoring process where they will be informed by Student Service of the obligations, works and activities to accomplish for each registered course. If after this communication, the student reappears in the academic report of the following next three weeks, the University's Academic will consider the student as withdrawn from the academic period.

### **Student**

The student is free to decide when or why to leave MBTU. Nevertheless, we request the student to send a written letter or email explaining the reasons or circumstances of why they have decided to withdraw from our university. Additionally, if this school withdrawal is filed during a Term of classes, the student will be subject to the refund policy that they agreed upon their entry to MBTU.

### **Refund Policy:**

#### **Five-Day Cancellation**

Students who provide a written notice of cancellation within Five Calendar Days of paying Tuition, but before the First class, are entitled to a refund of all monies paid, excluding the nonrefundable Application Fee and FCE if is Applicable. Refunds will be provided within thirty (30) calendar days of receiving notice of cancellation.

#### **General Refund Policy**

The following Tuition Refund policy applies to all programs/courses and to all students.

- Students are monitored during the First week of each course for signs of activity such as downloading readings, posting to discussion boards, submitting assignments, and completing quizzes and tests. Students who do not demonstrate activity in their courses during the first week are administratively withdrawn or cancelled; the effective day is the 7th day of the course.

- Students who are administratively withdrawn/cancelled from the course for non-participation will receive a 100% tuition refund. This refund does not include the Non-Refundable Application Fee. **In the event of the Foreign Credential Evaluation has been done, the FCE Fee will not be refundable.**
- Refunds will be issued within thirty (30) calendar days.
- If the student withdraws or is terminated from any program course or program and the University has received any monies for tuition or fees more than the student's obligations, the University will refund such excess to the appropriate parties to eliminate any outstanding balances for any student financial aid received by or with respect to the student's account.

Attempts to Drop/Add to Withdrawn courses for the Term will be followed by reimbursement of Tuition as follows:

Time Frame	Refund %	
During 1 <sup>st</sup> First Week (Day 1-7) Cancellation Period	100%	Except Non Refundable Fee
During 2nd Week	40%	Except Non Refundable Fee
During 3rd Week	20%	Except Non Refundable Fee
During 4rd Week	0%	

**Explanation: Refund for MBA Program with Scholarship**

MBA (Program with Applied Scholarship): \$4,446.00

Time Frame	Refund %	Refund Amount
During 1 <sup>st</sup> First Week (Day 1-7) Cancellation Period	100%	\$555.74
During 2nd Week	40%	\$222.30
During 3rd Week	20%	\$111.15
During 4rd Week	0%	

**Refund Calculation Based on an 8-Week Term**

The total cost of the MBA program is \$4,446.00, with a monthly payment of \$277.87. Each period lasts two months (8 weeks), equivalent to a payment of \$555.74 per term. If a student decides to withdraw the third week of the cycle, they will receive a 20% refund on the amount paid for that term.

To calculate the refund, the term payment is multiplied by 20%, resulting in a refund of \$111.15.

**Our refund policy is fair and equitable. The refund policy is in compliance with the state Florida Department of Education-Commission for Independent Education. The institution follows strictly the guidelines compliance with state requirements Rule - 6E-1.0032(6)(i), F.A.C.**

1. **Drop/Add Period:** It must be at least 10% of the period for which the student is financially committed, or one week, whichever is less.
  - For example, if the student pays for an 8-week term, 10% of that period would be 0.8 weeks (approximately). In this case, the drop/add period would be one week (because it is less than 10% of the period).
2. **Full Refund:** If the student withdraws before the end of the drop/add period, they are entitled to receive a full refund of tuition, fees, and any funds paid for supplies, books, or equipment, provided that these items are returnable.
3. **Analysis of the Refund Schedule:**
  - **First Week (Days 1-7):** This aligns with the 100% cancellation policy mentioned in the chosen option. If the student withdraws this week, they will receive a full refund.
  - **Second Week (40%):** A partial refund of 40% is provided if the student withdraws in the second week, which is a considerable amount, reflecting that the student has consumed part of the educational service but not enough to justify retaining full payment.
  - **Third Week (20%):** A 20% refund is provided in the third week, which is a common practice for institutions that allow tiered refunds.
  - **Fourth Week (0%):** No refund is provided from the fourth week onwards.

For more information Refer to the following link:

<https://www.fldoe.org/core/fileparse.php/7748/urlt/0080880-checklist-refund-policy.doc>

### **Drop/Add/Withdrawal Policy**

MBTU students can drop and add courses, though this action must be done during the first week of classes after the start of the Term. Later attempts to drop courses will not be followed by reimbursement of tuition but will receive a “W” (as Withdrawn) in the GPA and will not receive any credits. Students withdrawn after the third week will get a letter grade.

### **Students who add/drop/withdraw courses must comply with the following:**

1. Inform the Academic Director’s office about their interest in adding or dropping courses.
2. Request, complete and deliver to the admissions office the add/drop/Withdraw **Change of Status Form**

The Academic Director’s office will reply to the students’ request within five (5) calendar days.

Students can Add/Drop courses within the first (1) week after classes have started.

Students who pay full tuition and decide to add courses must pay the difference at the time their application is approved.

Students who paid full tuition and decide to drop courses during the establish time, will receive their refund from the university within 30 business days after the day the withdrawal date was determined.

For students using the financing option, the University will update the final cost and monthly installments once the application to either add or drop courses has been approved.

### Cancellation/Modifications sponsored by MBTU program

MBTU reserves the right to cancel a program before it has begun. In such circumstances, program fees are refunded based on the refund policy. MBTU and the associated host institutions reserve the right to make changes, modifications, or substitutions to the program in case of changes to the locations of the host site or in the interest of the program and its participants.

### **NON-REFUNDABLE FEES**

- Application fee \$ 120.00
- Foreign Credential Evaluation \$ 200.00 (If Applicable)

### **OTHER FEES**

- Graduation fee \$ 200.00
- Transcripts \$ 5.00
- Withdrawal fee \$ 100.00
- Re-entry fee \$ 150.00
- Duplicate Diploma Fee \$ 50.00