

UPEACE Online MA Programme

Withdrawal and Reimbursement Policy

If an online MA student withdraws his/her enrollment from UPEACE, they must inform the Distance Education Department in writing, indicating the date the withdrawal is effective and explaining the reasons for withdrawal.

- If the withdrawal is within the first four weeks of classes in the academic term, the students will receive a reimbursement of 60% of the payment already made.
- If withdrawal is after the first four weeks of classes in the academic term, the student will receive 40% of the payment already made.
- If withdrawal is after the first six weeks of classes in the academic term, the student will receive 20% of the payment already made.
- If withdrawal is after the first eight weeks of classes in the academic term, the student will not receive any refund.
- Fees are non-refundable for individual courses if the request is done after the course begins.

Deferral Policy

If an online MA student requests to be deferred (removed from the online classroom and re-enrolled once the course is offered) for failing to complete the course requirements, as a general rule, he/she will be eligible to defer enrollment if:

- He/she is willing to begin the course from the beginning and comply with all academic requirements
- There is room available in the online course, once it is offered again.
- He/she will not have to pay any additional fees for the first deferral, if the above conditions are met. However, if further deferrals are requested, he/she will be required to pay 50% of the current course tuition.
- If an individual course taker requests to be deferred, for failing to complete the course requirements, he/she will need to pay the additional 50% of the current course tuition. The Programme Coordinator will send an email to the student, accepting his/her request, and the payment page will be adjusted to allow the payment