Withdrawal and Reimbursement Policy

If an online M.A. 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 student 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 a reimbursement of 40% of the payment already made.

- If withdrawal is **after the first six weeks** of classes in the academic term, the student will receive a reimbursement of 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 a refund.

- Fees are **non-refundable for individual courses** if the request is done after the course begins.

Deferral Policy

If an online M.A. student requests a deferral (to be removed from the online classroom and re-enroll when the course is offered again) 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 start 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.