

## CANCELLATION AND REFUND POLICY

Students who withdraw from STU must notify the Office of the President and Registrar in writing immediately. Any financial adjustments are calculated when the Office of the President and Bursar receives written notification.

All withdrawals require the approval of the President. The student is considered enrolled, and their academic and financial responsibility continues for all courses they have registered until the President's Office notifies them that the withdrawal has been approved and accepted.

The student will retain the right to a refund if they comply with the withdrawal procedure described above.

Stopping payment or not attending classes does not constitute a withdrawal.

No refund will be given for unofficial withdrawal or dismissal from STU.

Students enrolled who withdraw before the start of the course(s) will be entitled to a refund of 100% of the tuition paid.

Students enrolled who withdraw in the first and second week of the course will be entitled to a refund as per the table below:

Before the 1 <sup>st</sup> week	100%
1 <sup>st</sup> week	50%
2 <sup>nd</sup> week	30%
After the 2 <sup>nd</sup> week	0%

Administrative and Resources fees are non-refundable unless prohibited by some provision of law. A student who withdraws from a course will have access to the electronic course materials at no additional cost if the student re-enrolls in the course within 180 days of the withdrawal date.

Students enrolled in one or more courses after the second week of the course will be responsible for full payment and will not be entitled to any refund.

Students enrolled in one or more courses will be responsible for full payment to STU at registration in their national currency. Bank fees incurred are the student's responsibility and funding source, not STU's.

Reimbursements do not include bank fees incurred and are not the responsibility of STU.