



UNIVERSITY POLICIES ON FEES, REFUNDS, AND CANCELLATIONS

The Peace Multicultural University's policies on program fees, refunds, and cancellations ensure transparency and fairness for students. Program fees, including tuition, are set annually and must be paid by established deadlines, with payment plans available. Refunds are issued based on the timing of withdrawal requests, with full or partial refunds provided within specific timeframes, while certain fees remain non-refundable. The University reserves the right to cancel programs due to insufficient enrollment, offering full refunds in such cases. Students can appeal decisions or request exceptions for extenuating circumstances through formal procedures, ensuring support for unique situations.

1. Fees

1.1 Fee Structure

- Program fees are determined annually and are subject to approval by the University Board of Governors.
- Fees include tuition and registration deposit.
- Detailed fee schedules for each program are available on the university's official website.

1.2 Payment Deadlines

- Program fees must be paid in full by the specified deadlines.
- Payment plans are available for students with the approval of the Financial Services Office.

1.3 Late Payments

- A late payment fee will be applied to accounts not settled by the deadline.
- Students with outstanding balances may be restricted from enrolling in future courses, accessing transcripts, or graduating.

2. Refund Policy

2.1 Eligibility for Refunds

- Refunds are granted based on the withdrawal date from the program or course.
- Full refunds are available if a withdrawal request is received before the start of a term (Spring or Fall Term).
- Partial refunds are available on a prorated basis during the first 25% of the term (Based upon the number of courses in the Spring or Fall Terms).

2.2 Non-Refundable Charges

- Certain fees, such as registration deposit, are non-refundable.



- Students are responsible for understanding which charges are eligible for refund.

2.3 Refund Processing

- Refund requests must be submitted through the designated refund application form.
- Approved refunds will be processed within 14 business days.

3. Cancellation Policy

3.1 Program Cancellation by the University

- The university reserves the right to cancel any program due to insufficient enrollment or unforeseen circumstances.
- In the event of cancellation, affected students will receive a full refund of all program fees.

3.2 Student-Initiated Cancellations

- Students wishing to cancel their enrollment must submit a written request to the Registrar's Office via email at admin@pm-univ.org.
- The effective date of cancellation is the date the written request is received.

3.3 Consequences of Cancellation

- Students who cancel their enrollment will forfeit access to university courses and resources.
- Cancellation may affect eligibility for future enrollment.

4. Appeals and Exceptions

4.1 Appeal Process

- Students may appeal decisions related to fees, refunds, or cancellations by submitting a formal appeal to the Appeals Committee.
- Appeals must be accompanied by supporting documentation and submitted within 30 days of the decision.

4.2 Extenuating Circumstances

- Exceptions to these policies may be granted in cases of extenuating circumstances, such as medical emergencies or family crises.
- Requests for exceptions must be submitted in writing to the Financial Services Office and include appropriate documentation.



5. Communication and Updates

5.1 Notification of Changes

- The university will notify students of any changes to program fees, refund policies, or cancellation terms through official channels, including email and the university website.

5.2 Student Responsibility

- It is the responsibility of students to stay informed about the policies and ensure compliance with deadlines and requirements.