



THE UNIVERSITY OF THE WEST INDIES

OPEN CAMPUS

OFFICE OF THE CAMPUS REGISTRAR

P.O. Box 42, Mona, Kingston 7, JAMAICA

Phone: (876) 927-1201, (876) 970-0720; Fax: (876) 977-3443; email: registrar@open.uwi.edu

REFUND POLICY

- 1.1. Students are only eligible for a refund if they are in good financial standing with the University.
- 1.2. Students are eligible for a refund if the scheduled programme/course is cancelled by the Open Campus.
- 1.3. Students are eligible for a refund of a portion of tuition costs if they withdraw from the University or request Leave of Absence in writing before the end of the third week of semester classes or the second week of summer classes.
- 1.4. Students may be eligible for a refund of a portion of tuition costs if they change their registration by dropping a course before the end of the third week of semester classes or the second week of summer classes.
- 1.5. Tuition and fees are neither refundable nor transferable after the end of the third week of semester classes and the second week of summer classes.
- 1.6. Students with special circumstances, e.g. a major medical problem or extenuating personal circumstances, who are forced to withdraw or request leave of absence after the stipulated periods, may be considered for a pro-rated refund of tuition on the recommendation of the Site Head and the approval of Academic Board.
- 1.7. Only tuition fees are refundable. Other fees are non-refundable unless stated otherwise.
- 1.8. Examination fees, where payable, cannot be transferred from one examination to another and can be returned only under exceptional circumstances by approval of the Academic Board.
- 1.9. Fees are not refundable if a student is required to withdraw or is suspended for academic or disciplinary reasons.
- 1.10. Fees are not refundable if operations are suspended due to an act of nature, civil disturbance or any reason beyond the control of the Open Campus.
- 1.11. Refund of tuition is pro-rated as follows:

Semesters 1 & 2		Summer	
Before the end of week 1	100% refund	Before the end of week 1	100% refund
Before the end of week 2	75% refund	Before the end of week 2	50% refund
Before the end of week 3	50% refund		

- 1.12. Fees are refundable in the currency of original payment only.
- 1.13. Students must submit a request for the refund in writing, on the appropriate form, to the Site of registration together with:
 - a. a copy of the payment receipt
 - b. a copy of the final fee assessment
 - c. the relevant approval from the Registry, if applicable (e.g. Leave of Absence, Withdrawal)
- 1.14. Incomplete forms or forms submitted without the required supporting documents will not be processed.
- 1.15. Refunds will be processed by the Site of registration.
- 1.16. Refunds will only be processed after the end of the registration period each semester or summer.
- 1.17. Students who have withdrawn from the University or who are on Leave of Absence for an academic year must present their UWI Student ID card for cancelling when collecting the refund.