

OFFICE OF THE PRESIDENT  
Policy and Procedure Manual

DCO-09-093  
Document Control Register

**DCO Procedure**

Policy Name	Withdrawal and Refund of Tuition Fees Policy
Policy Owner	University Council
Policy Author	University Council
Version	V 2.1
Issuing Authority	University President
Document Date	29 December 2020
Last Modified/Revised	18 November 2020
Sensitivity	Restricted
Circulation	All Colleges, All Department
Effective Date	18 November 2020
Effective Until	Indefinite
History	Minor linguistic changes and explanatory notes applied after the circular of V 2.0

## Withdrawal and Refund of Tuition Fees Policy

### Introduction

For a variety of reasons, students choose to drop classes, and sometimes withdraw from college after the start of the semester. As a University policy, and in order to avoid confusion regarding when students can drop from a course and/or the University, and in order to clarify the amount of refund that a student is entitled to at any given time, Al Yamamah University has adopted the following policy. (In what follows, the determination of all specified time frames—e.g. the end of the first or second week of classes, etc.—shall be in accordance with the official academic calendar in force.)

### Policy Content:

- A- Students who enroll in a regular semester, but who officially drops out from the semester before the first day of the given classes are entitled to a 100% refund of the tuition, but not the application or registration, transcript evaluation, English Placement Test or other fees (which specifies as non-refundable upon the time of payment).
- B- Students who enrolled in academic courses will be allowed for a 75% refund if he/she drops out and terminally withdraws from the university BEFORE the start of the final exams. No refund will be given otherwise.
- C- For students who are on a scholarship, the University will credit their balance account at the University for future use, or their sponsor. No cash refunds will be paid out for scholarship students who withdraw from the university or individual courses.
- D- Students who enroll in condensed courses of one month or less may receive a 100% refund if they withdraw before the first class starts, but there is no refund if the withdrawal is after the class starts.

- E- Students who enroll in INTERLINK orientation courses or Summer Term courses, or courses that last more than one month but less than a semester, and who withdraw officially from the University or withdraw officially from individual courses AFTER the University starts offering these classes, but BEFORE 4:00 PM on the last day of the first week of classes will be entitled to a 50% refund. Students who withdraw officially after 4:00 PM on the last day of the first week of classes are not entitled to any refund, because these are courses of only 8-weeks or less in duration. Students who withdraw officially from the University or withdraw officially from the individual courses BEFORE the University starts offering these classes are entitled to a refund of the tuition, but NOT the INTERLINK registration or placement test fees.

### Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

### Authorization

This policy was authorized by:



University President

29/12/2020

Date