



**ANA G MENDEZ UNIVERSITY  
STUDENT CONSUMER INFORMATION  
Refund Policy**

**Cancellation and Refund Policy:**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be processed according to the following refund guidelines:

1. Cancellation can be made in person, by email, by certified mail, or by administrative action.
2. No charge will be made for applying for admission.
3. If the student withdraws before the end of the drop/add period, the student will be refunded all (100%) tuition and fees, as well as any funds paid for supplies, books, or equipment which can be and are returned to the institution. New Students who cancel within three working days from the date that the student signs the enrollment agreement, will be refunded all (100%) tuition and fees, but may not be refunded for supplies, materials, and kits that are not returnable.
4. Students who do not attend the courses during the established Census period will be reported by the professor. The administration will record an administrative withdrawal, and the student will be charged 25% of the course tuition cost. Federal Aid cannot be used to pay the 25%.
5. Termination Date: In calculating the refund due to a student, the last date of participation in class by the student is used in the calculation, unless earlier written notice is received.
6. Refunds will be processed within 30 days of termination of student's enrollment or receipt of Cancellation Notice from the student.

**Refund Formula:**

Any student who requests a total withdrawal of courses, after the drop-add period, but through 60% of the semester registered, will be reimbursed according to the following formula:  $\text{Total days elapsed} / \text{total semester days} = \% \text{ total cost}$ . After 60% of the total days of the semester has elapsed, the student will be responsible for 100% of total costs.

**Student seeking information about Academic Refunds:**

Students should review the AGMU Academic Catalog (<https://agmu.edu/en/catalogs>).