



Refund Policy

for

Phase I & II of the Master of Science in Supply Chain Management

1. An administrative fee of \$500 will be assessed for withdrawal from the program, a Leave of Absence or dropping back to another cohort. (If the student or student's sponsoring firm paid a \$500 deposit prior to the start of the program, this fee will be deducted from that deposit.)

2. TUITION is fully or partially refundable ONLY when a student withdraws, takes a Leave of Absence or drops back to another cohort officially, by notifying the Program Administrator in writing or via email that he or she intends to do so. A Notice of Withdrawal form must be completed and mailed or faxed to the Program Administrator within a week of notification, so that it can be presented to the Graduate Records Office, Founders Hall, room 106, where it will be date stamped. The following schedule applies:

3 unit courses (8 weeks)

- 100% refund for withdrawal during the first week
- 90% refund for withdrawal during the second week of classes;
- 70% refund for withdrawal during the third week of classes;
- 50% refund for withdrawal during the fourth week of classes;
- NO REFUND of tuition will be made for withdrawal after the end of the fourth week of classes.

2 unit courses (5 weeks)

- 100% refund for withdrawal during the first week
- 50% refund for withdrawal during the second week of classes;
- NO REFUND of tuition will be made for withdrawal after the end of the second week of classes.

1 unit courses (3 weeks)

- 100% refund for withdrawal during the first week
- NO REFUND of tuition will be made for withdrawal after the end of the first week of classes.

The date of Withdrawal or Leave of Absence for refund purposes is considered the date the student officially informs the Program Administrator in writing or via email of his/her intent to withdraw.