



EVANGELICAL SEMINARY OF PUERTO RICO PROCEDURE FOR REFUND (WITHDRAW)

TOTAL WITHDRAW

Students who make a total withdrawal request the following procedure shall apply:

1. When the student make the process of total withdrawal before the first day of school will be entitled to one hundred (100%) refund of tuition paid, but only refund the fifty (50%) of the overall fee only.
2. When the student make the process of total withdrawal, from the first day of school and during the first two weeks after starting classes (as provided in the official calendar) will be entitled to 66% equivalent to two-thirds (2 / 3) refund of tuition paid, but no fees will be refunded.
3. When students make the process of total withdrawal after the second week of classes will not be entitled to a refund or credit for courses and fees enrolled in classes.

PARTIAL WITHDRAW

Students who make a partial withdrawal request the following procedure shall apply:

1. When the student make the process of partial withdrawal before the first day of school class schedules will be adjusted in accordance with the provisions described in this catalog regarding extensions, etc. You are entitled to 100% refund of the course enrolled paid, this does not include fees.
2. When the student make the process of partial withdrawal from the first day of school and during the first two weeks after starting the classes, as stipulated in the official calendar shall be entitled to 66% equivalent to two thirds (2/3) refund of tuition paid, but does not include fees.
3. When students make the process of partial withdrawal after the second week of classes will not be entitled to a refund or credit for courses and fees enrolled in classes.

SUMMER SESSION

Any student to requesting a withdrawal for summer sessions the following procedure shall apply:

1. When the student make the process of total withdrawal before the first day of classes of the summer session will be entitled to one hundred (100%) refund of paid course enrollments.
2. When the student make the process of partial withdrawal before the first day of school for the summer session classes program pursuant to the provisions described in this catalog will be adjusted concerning extensions, etc. You are entitled to one hundred (100%) refund of the course enrolled paid.
3. When students make the process of partial or total withdrawal after the first (1) day before the third (3) day shall be entitled to sixty-six (66%) equivalent to two-thirds (2/3) Return of tuition paid, but does not include fees.
4. When the student make the process of partial or total withdrawal from the third (3) day of classes will not be entitled to a refund or credit for courses and fees enrolled in classes.

(See on Catalog page 96)