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ကျောင်းလိပ်စာ၊ အိမ်အမှတ် (၇၃၉-၇၄၁)၊ ပုဂံလမ်း (၃)၊ ရပ်ကွက် (၁၂၃)၊ အရှေ့ဒဂုံမြို့နယ် ၁၁၄၅၁၊ ရန်ကုန်။

University Tuition and Fees Refund Policy

Students are required to pay all, or a portion, of their **tuition and fees** for any registered course unless enrollment is officially cancelled prior to the start of university classes. If a student does cancel prior to the start of university classes, 100% of **tuition and fees will be refunded**.

1. Admission and registration Fees

- The university will not make any refund to students who pay their admission fees for undergraduate and postgraduate degree programs for any reason at all to students.
- The university will not make any refund to anyone who pays her registration fees for any events or workshops conducted by our university.

2. Dropped Courses

During the first week of classes, a student may drop a course and receive full tuition credit if applicable. Any course-affiliated fees and/or comprehensive fees are adjusted accordingly. Students withdrawing from class(es) any time after the add/drop period are not entitled to a refund.

3. Withdrawal from Classes

Withdrawal or cancellation occurs on the calendar day that the withdrawal is requested online or in person at the **Office of the Registrar**. The university provides a pro-rated refund for students withdrawing within the first four weeks of classes during the fall and spring semesters. Please see the table below for information regarding refunds.

Full-Semester Courses	
Timing	Refund Percentage
Before Classes Begin	100%
Withdraw During 1st Week	90%
Withdraw During 2nd Week	75%

Full-Semester Courses	
Withdraw During 3rd Week	50%
Withdraw During 4th Week	25%
Withdraw After 4th Week	0%

4. Withdraw from the University

- a. A student who voluntarily withdraws from the university must notify the appropriate individual, as identified below, of his/her intent to withdraw. Communication may be written or oral. If the communication is oral, the person providing the information must be able to verify his/her identity as the student or approved representative of the student by providing requested identifying information such as, but not limited to: student ID, social security number, date of birth, email and/or mailing address.
- b. The university reserves the right to refuse accepting oral information if it is incomplete or cannot be verified and may require the request to be provided in writing. Full-time undergraduate students should contact the Office of Student Financial Services.
- c. If a student notifies a faculty or staff member or department other than one of those listed above, the individual notified should make every effort to immediately notify the appropriate individual or department, as listed above, of the student's notification and provide documentation if available and as appropriate.
- d. The university reserves the right to require the withdrawal of any student whose scholarship is unsatisfactory or whose conduct renders him/her undesirable as a member of the university community.

5. Student Refund

Students who withdraw or are approved for medical leave are entitled to tuition refunds in accordance with the refund schedule below. Medical leave policy and procedures are outlined in a separate section of the Student Handbook. Questions should be submitted to the Director of Health Services.

6. Board/Meal Refund

Students withdrawing or moving out of a university residence are entitled to a prorated refund (minus a one-week deposit).

7. Room/Housing

Students moving out of a university residence during a semester are not entitled to a refund of room charges. Students should follow the room check-out procedure in the Student Handbook.

8. Miscellaneous Fees/Other Charges

There will be no refund of miscellaneous fees or other charges.

9. Medical Leave

Students who are placed on medical leave during the first five weeks of class and do not return during the semester will receive tuition refunds in accordance with the previously described tuition refund schedule for “Withdrawal from the University.”

10. Responsible Office

Office of Student Financial Services has responsibility for this refund policy.

11. University cancels program

If the University cancels the program for which the applicant has accepted an offer, then all fees paid will be refunded.

12. Deposits for International Students

International students issued an offer to study a Postgraduate taught program are required to pay a non-refundable tuition fee deposit of US\$ 2,000 to secure their place. The deposit payment will be deducted from the tuition fee at registration.

13. Policy Adoption

This policy is adopted on 1st January 2022.

14. Amendment

This policy should be reviewed and amended in every 3 years with the majority vote of the members of The University Administration Council.