

University of Puerto Rico
Mayaguez Campus
ADMINISTRATIVE BOARD

CERTIFICATION NUMBER 14-15-272
English Version


The Acting Secretary of the Administrative Board, of the University of Puerto Rico, Mayagüez Campus **CERTIFIES** that at the meeting held on Thursday, March 27, 2018, the Board **APPROVED** the English version of the Reimbursement Policy in order for the Bursar's Office to process a refund; the action must be sustained with supporting evidence and documentation, in original format, in order to justify the reimbursement of funds to a student, institution or individual.

**REIMBURSEMENT POLICY FOR THE
UNIVERSITY OF PUERTO RICO, MAYAGÜEZ CAMPUS**

Reasons for processing refunds

In order to request a reimbursement, only services within one (1) fiscal year will be considered. Refunds will not be processed for receipts that are older than one fiscal year of emission.

I. Services that were paid and not used



Receipts for services requested and not used must be accompanied by all original documents, including receipts. A justification of the reasons for not using the services will be required. After submitting the required documents to the Bursar's Office, 100% of the transaction cost will be refunded.

II. Credits

Monetary Refunds by way of tuition credits

➤ **100% refund of the cost per credit**

1. Cancellation or elimination of courses during the allowed period for changes in registration

If the student pays the full amount of their tuition, and the course that is included in the tuition is eliminated by the student or canceled by the Department, the student will submit official evidence of such changes and the original registration form where the course and the payment is reflected. Once the Bursar's Office has the required documents, the refund will be properly processed.

2. Payment of Tuition Exemption

In all types of exemptions, refunds are only for the cost of the tuition (credits). The student must submit the documents to the Department which granted the waiver and

registration original form which shows the payment is reflected. **The exemption must be delivered on or before the last day of Total Withdrawal, according to the academic calendar with the right to fifty percent (50%) reimbursement.**

3. Vocational Rehabilitation and private scholarships


Students need to present evidence that Vocational Rehabilitation or a private scholarship is responsible for the cost of tuition, in addition to the registration form where the payment of his/her expense are reflected.

4. FAFSA (Free Application for Federal Student Aid)

Students who have totally or partially paid their tuition and fees and later qualify for Federal Student Aid, will receive a full refund or the remaining balance with discounted. The student is responsible of verifying the status of the FAFSA and remaining balances, if any.

NON CREDIT FEES ARE NON REFUNDABLE, INCLUDING MEDICAL INSURANCE FEE.

III. 100% refund due to cancellation of registration

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1. **100% will be refunded:** if the student cancels the registration on or before the date indicated in the academic calendar. The student must submit the original registration form where the payment is reflected.
 2. **Medical reason:** these cancellations will be authorized by the Dean of Academic Affairs or the Chancellor. These cancellations must be sustained by medical evidence presented to the above authorities. The original registration form must be submitted.
 3. **Studies in another UPR campus-** if the cancellation of registration is because the student will be studying at another UPR campus, 100% of the registration will be refunded. The cancellation must be accompanied with evidence and the original registration form.
 4. **Death** -100% of the paid registration will be refunded as indicated by the corresponding authority.
 5. **Military Service** - Students called to active duty will be refunded 100% of credit tuition and fees, with the exception of medical insurance, if they have paid with their own money. The original registration form and supporting documents must be provided. Students who have a FAFSA Grant will not receive any type of refund. This does not apply to those students who are entering military service or who are called to comply with their recruiting obligations
 6. **Studies at Another University outside of UPR System** - Only 100% of the credits will be refunded. The fees, including the medical plan, will not be reimbursed. A cancellation must be accompanied by the original registration form and respective evidences.
 7. **Exchange Program:** Students within this program will receive reimbursement only for the construction and technology fees if they were paid at their own expense.

IV. Total withdrawal with 50% refund

Students who request total withdrawal within the period indicated in the Academic Calendar will be entitled to 50% reimbursement of credits, only if paid in full. Students who defer tuition payment and do not pay 50% of their credits will be in debt for the unpaid balance. The withdrawal must be accompanied by supporting documents and the original registration form.

V. Medical Insurance and Fees

Costs of Medical Insurance and special fees (laboratories, maintenance, technology, student identification, and admission) are nonrefundable. Students have the right to make changes to the Medical Insurance before the first day of class. After this date, the medical insurance will not be eliminated and has to be paid in full.

All claims should be done within the corresponding fiscal year. **After this period the student or entity loses their right to claim. All claims should be accompanied with original documents. If not, refunds will not be processed.**

The reimbursement for courses from the Division of Continuing Education and Professional Studies (DECEP) will follow the policy established by DECEP. All requests must be accompanied by original documents (including the receipt) and within the fiscal year in which the transaction was made.

No refunds will be processed without original documents or outside the set established time period.

Validity of Policy

This policy is effective immediately and superseded by any other certifications, rules, procedures, and other directives that have conflict with the above stated.

Repeal, Amendments

This certification may be amended or repealed by the Administrative Board of the University of Puerto Rico, Mayaguez Campus.

In witness hereof, I officially issue and remit this CERTIFICATION to the corresponding University authorities under the Seal of the Mayaguez Campus, on this day four of the month of April, of the year two thousand eighteen, in Mayaguez, Puerto Rico.



Nilda E. Pérez Collazo
Acting Secretary