

# UNIVERSIDAD SAN FRANCISCO DE QUITO USFQ



## Withdrawal and Dismissal Policy for International Students at USFQ

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<b>Prepared by:</b>	<b>Revised by:</b>	<b>Approved by:</b>
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<b>Date:</b>		<b>Date:</b>

## Withdrawal and Dismissal Policy for International Students at USFQ

These policies apply to students that participate in a USFQ program through the Office of International Programs (OPI) in the following cases:

1. A direct enrollment at USFQ's Cumbayá Campus with or without a cooperation agreement with an international institution; or through a student exchange agreement.
2. A direct enrollment at USFQ's Galápagos Semester Program with or without a cooperation agreement with an international institution; or through a student exchange agreement.
3. A faculty-led program with an international institution through a Memorandum of Understanding with USFQ.

### WITHDRAWALS AND REFUNDS

Once an international student has officially confirmed their participation in a USFQ program by completing the post-acceptance section of the USFQ-OPI online application, students become subject to the withdrawal and refund policy as follows:

#### 1. Direct Enrollment and Exchange Programs at the Cumbayá Campus (main campus). This excludes the Galapagos semester program.

These students are subject to the following withdrawal rules:

- a. Students may only withdraw from the program for reasons regarding illness, accident, or force majeure. OPI will report to the Office of Academic Affairs in order to withdraw the student from all enrolled courses. In any of these cases the student must notify the Office of International Programs OPI at USFQ within 10 days from the event that justifies the withdrawal to the following email: [opi@usfq.edu.ec](mailto:opi@usfq.edu.ec) and present documentation supporting the reason of withdrawal. In case of illness, the student must provide a medical certificate. USFQ can verify the authenticity of this certificate.

Students that have paid TUITION, can be eligible for a refund according to the following chart:

Fall or Spring Semester	Summer Semester	Refund
Prior to arrival	Prior to arrival	100%
After arrival and before 1 <sup>st</sup> day of classes	After arrival and before 1 <sup>st</sup> day of classes	90%
Between 1 <sup>st</sup> day of classes and end of 2 <sup>nd</sup> week of classes	Before the end of 1 <sup>st</sup> day of classes	75%
Before the end of 4 <sup>th</sup> week of classes	Before the end of 2 <sup>nd</sup> day of classes	50%
	Before the end of 3 <sup>rd</sup> day of classes	25%
After the 4 <sup>th</sup> week of classes	After the 3 <sup>rd</sup> day of classes	0%

Students that have paid **HOUSING**, can be eligible for a refund according to the following chart:

Fall or Spring Semester	Summer Semester	Refund
More than 15 days prior to arrival date	More than 10 days prior to arrival date	100%
Between 14 days prior to arrival and arrival date	Less than 10 days prior to arrival date	100% less Housing Fee \$100
After arrival	After arrival	100% of unused days/months of housing less Housing Fee \$100

- b. Students who fail to notify OPI the reasons for their withdrawal and/or to properly justify its reasons to withdraw within 10 days, will not be eligible for any type of refund.
- c. There will not be any refunds for dropping/withdrawing from one or more courses. There will be no exceptions to this rule.
- d. There will not be refunds for not using accommodations provided by the program, unless otherwise previously approved.
- e. In case of temporary or definitive disciplinary suspension, the student will not be eligible for any type of refund.
- f. The administrative fee, and the housing fee (if applicable) for international students is not refundable.
- g. Students who withdraw will not be eligible for refunds for any expenses incurred or related to air travel, books/supplies or miscellaneous costs of living overseas.

## 2. Direct Enrollment and Exchange in the Galápagos Semester Program

USFQ's tuition is waived for exchange partners under agreement conditions but all students (or partner universities in some cases) are responsible for the track fee. The track fee includes housing, most meals, on-site orientation with lunch, a Quito city tour, academic excursions in the mainland and Galápagos, and round-trip ticket Quito-Galápagos.

There are no refunds for any reason under this program, including the track fee, any expenses incurred or related to air travel, books/supplies or miscellaneous costs of living overseas, dropping or withdrawal from courses, etc.

## 3. USFQ Faculty-led Programs:

Faculty-led programs have a withdrawal and refund policy determined on the Memorandum of Understanding signed between the institutions. The Office of International Programs must apply the terms and conditions of withdrawals and refunds of each program.

## REFUND REQUESTS

When applicable, refund requests must be sent to the Director of the Office of International Programs (OPI) to the following email: [opi@usfq.edu.ec](mailto:opi@usfq.edu.ec). Refunds of tuition and other fees can only be issued once the student's official registration record is adjusted to reflect the withdrawal. Students are advised that this adjustment could take between 4 to 6 weeks after the refund request is received.

## DISMISSALS:

All international students participating on a USFQ program of any kind, are subject to the rules of USFQ and will be dismissed from the program for the following reasons:

- a. When the student has been found responsible for violation(s) of the USFQ [Honor Code](#) or the USFQ International Student Agreement of the Office of International Programs (OPI).
- b. When the student fails to provide USFQ with documentation required to apply for a student visa within the timeframe given by USFQ, which could jeopardize the issuance of a visa.
- c. When the student has not paid the required tuition and other fees by the third week from the start of the program.
- d. When the student constantly misses classes without any justification. Attendance is mandatory. This will be determined on a case by case basis.
- e. When the student is found drinking alcohol during official Ecuadorian curfews imposed by the government during political elections.
- f. When the student participates or joins political manifestations or political gatherings. Under Ecuadorian law, International individuals are not allowed to participate in these activities. Students that violate this law, will be dismissed from the program and may face legal consequences.
- g. When the student is found using, possessing or dealing illegal substances or weapons.
- h. When the student has been involved in a criminal offense.
- i. When student jeopardizes USFQ's daily activities, classmates or others.
- j. When student gets the visa revoked by the Ecuadorian authorities for any reason.

## CONSEQUENCES OF DISMISSAL:

- a. USFQ will notify the student's home institution about the dismissal.
- b. USFQ is obliged to notify of a student's dismissal to the Ministry of Foreign Affairs, who will revoke the student's visa according to Ecuadorian Law.
- c. Once the Ministry has been notified of the dismissal, USFQ will not be responsible for any legal consequences on the student's migratory status in Ecuador and USFQ will not be obliged to provide legal assistance to the dismissed student in order to obtain a new visa or comply with the Ecuadorian Immigration Law.
- d. Students that are dismissed from any program at USFQ must leave the country within one week after notification is sent to the Ministry.
- e. No refunds will be granted to an international student that has been dismissed from a program by USFQ.
- f. USFQ will only recognize credits that have been approved before the dismissal.