

Cumbayá Campus Refund Policy
Universidad San Francisco de Quito (USFQ)

Students who withdraw from the program for any reason should notify the International Programs Office (OPI) at USFQ as soon as possible in writing to opi@usfq.edu.ec.

Refunds for students who withdraw from the University are based on the effective withdrawal date and are calculated according to the percentages given below.

Official withdrawal date and percentage of TUITION refunded:

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

Official withdrawal date and percentage of HOUSING refunded:

Semester	Summer	Refund
More than 60 days prior to arrival	More than 14 days prior to arrival	100%
Between 59 days and arrival	Less than 14 days prior to arrival	1 month homestay fee
After arrival	After arrival	1 month homestay fee (semester) / 2 week homestay fee (summer) OR pro-rated for duration that used, whichever is more (semester/summer)

Note:

- The administrative and housing fees are non-refundable less than 60 days before the start of the semester program and less than 14 days before the start of the summer program.**
- Students will not receive reimbursements for dropping courses or enrolling in less than 15 credits (semester) or less than 9 credits (summer), or not using accommodations provided by the program (unless otherwise previously approved). Refunds are granted only when students withdraw from the program according to the above guidelines.
- Students in the summer program will be reimbursed for uncommitted fees (if any) relating to program sponsored field trips (Tiputini, highlands, coast) based on the date of their withdrawal.
- A student who withdraws from the program due to a documented medical condition will receive a full refund of uncommitted program fees (excluding administrative and housing fees). Refunds for housing will be made on a pro-rated basis depending on the timing of withdrawal. *An official doctor's note indicating that the student is medically unfit to participate in the program is required.*

5. Students who withdraw will not be eligible for refunds by USFQ for any expenses incurred or related to air travel, books/supplies or miscellaneous costs of living overseas. Students are advised to investigate the coverage and cost of a travel insurance policy that may cover some of these costs.

Refund requests:

Refund requests must be sent to Juan Carlos Chanaba, USFQ, Via Interoceánica s/n y Diego de Robles. Quito, Ecuador. Email: opi@usfq.edu.ec. ***Students who fail to notify the Office of International Programs of their withdrawal from the program in writing will not be eligible for any type of reimbursement.*** Refunds of tuition and fees can only be distributed once the student's official registration record is adjusted to reflect the withdrawal. Students are advised that this adjustment could take up to 4-6 weeks to process upon withdrawal from the program.