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Tuition Refund Policy

LIGS University establishes fair and equitable tuition, cancellation, refund, and collection policy and procedures. LIGS University's degree program is flexibly time scheduled and therefore has a fair flexible time scheduled refund policy formulated, based on the stated curriculum benchmarks for completion of the program. The student can cancel or withdraw from the program only in writing (including e-mail).

1. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution.
2. A student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program (e.g. the moment of receiving the access to the Learning Management System) is entitled to a refund of all monies paid minus:
 - a. a transfer credit evaluation fee of up to \$75;
 - b. a one-time application fee per program of \$100;
3. Upon cancellation, a student whose costs of education are paid in full, but who is not eligible for a refund, is entitled to receive all materials, including kits and equipment.
4. When a student cancels after completing at least one lesson assignment but less than 50 percent of the graded assignments, the institution may retain the application fee and one-time registration fee of no more than 20 percent of the tuition (not to exceed \$200) and library service fees, plus a percentage of tuition paid by the student in accordance with the following schedule:



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Percentage Completed by the Student	Credit Equivalent for the Percentage by the Student (Based on the number of Credits Attained)	Percentage of Tuition Returned to the Student Minus the Application and/or Registration fee	Percentage of Tuition Retained by the Institution
Up to 10%	Up to 4,5 Credits	90%	10%
10% - 25%	4,5 - 11,25 Credits	75%	25%
25% - 50%	11,26 - 22,5 Credits	50%	50%
50% - 100%	22,6 - 45 Credits	0%	100%

5. If promissory notes or enrollment agreements are sold to third parties, the institution ensures that it and any third parties comply with LIGS University cancellation policies.
6. All refunds are made within thirty (30) days following the date of a cancellation request submission regardless of whether materials have been returned.
7. The fees for additional services as specified in the current version of the University catalog and the student handbook are not subject to this refund policy after the five (5)-calendar- day student right to cancel enrollment. Should the student cancel his enrollment within the 5 calendar days period, the fees for additional services will be refunded in full.

Example:

8. If a student's Total Tuition is \$4,500 and the student has completed common base module (e.g., all common base "500 level" courses, 40% of the compulsory study activities) and therefore already attained 18 credits at the time of withdrawal, then the student is eligible for a 50% refund of Total Tuition, which will be paid as follows:
9. If the student has paid all of the Total Tuition prior to withdrawal (\$4,500) then the student is eligible for a refund of \$2,250 (50% of \$4,500), and LIGS University retains \$2,250 (50% of \$4,500) and the application fee of \$100.
10. If the student has chosen to pay only for the credits awarded upon the completion of the courses in the common base module prior to withdrawal (\$1,800) then the student is eligible for 50% of the monies paid to LIGS University (\$900), and LIGS University retains \$900 and the application fee of \$100.