

28/12/2018

ACADEMIC POLICIES AND PROCEDURES

POLICY NUMBER:	MC-ACREG-REFUNDS2018-01
PREPARED BY:	THEOFILOS ANTONIOU – PRINCIPAL
PREPARED DATE:	01/12/2018
REVIEWED BY:	MC ACADEMIC COMMITTEE
REVIEWED DATE:	23/12/2018
APPROVED BY:	THEODOROS ANTONIOU – PRESIDENT OF THE COUNCIL
APPROVED DATE:	28/12/2018
IMPLEMENTATION DATE:	AS FROM 01/01/2019

Mesoyios College Official Refund Policy

1. Refund Policy for Students Who Withdraw from College

Mesoyios College (MC) is committed to maintaining transparency and fairness in its fee structure and refund policies. The following outlines the refund policy for students who withdraw from the College:

- Before the commencement of courses: 100% of annual fees
- During the 1st calendar week of the semester: 75% of annual fees
- During the 2nd calendar week of the semester: 50% of annual fees
- During the 3rd calendar week of the semester: 25% of annual fees
- After the 3rd calendar week of the semester: No refund

2. Additional Provisions for International Students

For international students, an additional €250 of their annual fees will be retained to cover entry visa expenses and other administration related costs. The refund provisions for international students apply under the following conditions:

The student ensures registration in another institution by presenting all necessary documentation. The student interrupts their studies and departs from Cyprus during the periods specified above.

3. Refund Policy for international students whom their application for Visa is rejected by the Cyprus Migration Department or /and the Ministry of Education, Mesoyios College adheres strictly to the regulations set forth by the Ministry of Education, specifically Decision 806/2011. In accordance with these regulations:

- a. MC is fully responsible for refunding the tuition fees paid by any international student who, for any reason, does not manage to obtain a visa or arrive in Cyprus for study purposes.
- b. There are 2 reasons only that applicant is not eligible for any refund:
 - i. In case that fake documents are found by either Migration or the Ministry of Education.

- ii. In case that the applicant is Found by the Migration Department in Interpol's Database with Criminal or Wanted record.

4. Procedure for Requesting a Refund

Students requesting a refund must submit a written application to the College administration, including any supporting documentation as required. The refund will be processed within 30 days from the date of approval of the request.

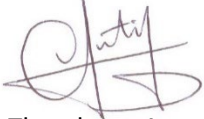
5. Contact Information

For any inquiries or further clarification regarding the refund policy, students may contact the Administration Office at Mesoyios College:

Email: info@mesoyios.ac.cy
Phone: +357 25246401
Address: Mesoyios College, 3-7 Dimostheni Mitsi, 3022 Limassol, Cyprus

This refund policy is designed to ensure fairness and clarity for all students. MC reserves the right to amend this policy as necessary, and any changes will be communicated to students in a timely manner.

Sincerely,



Theodoros Antoniou
President of the Council