



*"Sustainable transformation through innovation"*

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## **LUSAKA GOLDSMITHS UNIVERSITY TUITION AND FEES REFUND POLICY**

## INTRODUCTION

Lusaka Goldsmiths University students are required to pay all, or part, of their tuition and fees for any registered course unless enrolment is officially cancelled prior to the start of university classes. If a student cancels prior to the start of university classes, 100% of tuition will be refunded if withdrawal or cancellation occurs on the calendar day that the withdrawal is requested online or in person at the office of the Registrar. Administrative and other related fees shall not be refunded.

The University provides a pro-rated refund for students withdrawing within the first four weeks of classes during the semesters.

The table below shows information regarding refunds:

Full-Semester Courses	
Timing	Refund Percentage
Before Classes Begin	100%
Withdraw During 1st Week	90%
Withdraw During 2nd Week	75%
Withdraw During 3rd Week	50%
Withdraw During 4th Week	25%
Withdraw After 4th Week	0%

**ALL REFUNDS ARE LESS ANY AMOUNTS OWED TO THE UNIVERSITY.**

## EXCEPTIONS

Exceptions to the tuition and fees policy as stated above will be considered for extenuating circumstances.

Students should fill out and submit an extenuating circumstances tuition and fees refund request and provide documentation of the extenuating circumstance with the completed form to the office of the Registrar.

The Tuition and Fees Refund Review Committee will review the application and determine whether or not any additional refund will be made. The committee is comprised of representatives from the Office of the Registrar, Office of Financial Aid & Scholarships, Dean of Students Office, the Office of Business Operations, and Academic Affairs, as established.