



الجامعة العربية المفتوحة
Arab Open University

Refund policy:

A. Full withdrawal from the university

In case of full withdrawal from the university, the student has the right to reclaim the study fee he/she paid according to the date they submitted their withdrawal as follow:

- If the withdrawal took place in the first or the second weeks of the semester; the university keeps 15% of total fees of the credit hours and the rest of the fees are returned to the student.
- If the withdrawal took place in the third or the fourth weeks of the semester; the university keeps 30% of total fees of the credit hours and the rest of the fees are returned to the student.
- The student loses the paid fees if they withdraw after the first quarter of the semester.

B. Course drop

- when a student drops a course or more; he/she has the right to reclaim full or part of the fees he/she paid according to the date of the dropping, as follow:
 - i. If the dropping of a course or more took place before the end of the first week; the full course fees are deposited back to the student's bank account associated with the university. (Note that the sum is deposited back to the student's bank account and not by cash).
 - ii. The student loses the paid fees after the passing of the first week (the second week of the total course weeks).

- **These terms apply to the semester postponement as well.**