



澳門大學
UNIVERSITY OF MACAU
博彩研究所
INSTITUTE FOR THE STUDY OF COMMERCIAL GAMING (ISCG)

REGULATIONS OF PAYMENT, WITHDRAWAL, AND REFUND OF TUITION FEE

1 Payment of Application and Tuition Fees

- a. Application fee must be paid at the time when a student submits an application form. Application fee is not refundable unless the module is cancelled by ISCG. Qualified applicants not admitted the first time are not required to pay application fee when the same diploma is re-applied in the future.
- b. After accepting an offer of admission into a module, a student has to settle the tuition fee of that module (not an individual course) no later than the payment date as stated in the acceptance letter. Admission will be terminated automatically if a student fails to settle the payment on time.
- c. Tuition fee is not refundable, except for the "Withdrawal and Entitlement of Refund" situations as stated below.

2 Withdrawal and Entitlement of Refund

- a. Unexpected health problems with adequate and formal medical approvals issued by Kiang Hu Hospital, Centro Hospitalar Conde de S. Januário or other authorized hospitals in other places, which shows that the applicant may not be able to come to classes at least in the coming 3 months or longer. For example, the health problem(s) following a car accident or a surgical operation, etc..

If a student withdraws under this situation,

- i. Full refund will be made before a module is commenced;
- ii. 60% of refund will be made if a student has completed 1 course of that module;
- iii. 30% of refund will be made if a student has completed 2 courses of that module;
- iv. No refund will be made once a student has completed more than 2 courses in a module.

Under this situation, if a student wants to resume his/her studies later, but within 2 years from the application of withdrawal, s/he could apply tuition waiver, according to the amount which he has paid before. A student under this situation re-applies after 2 years from the date of withdrawal is required to pay the full cost of the module.



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- b. A module has to be cancelled by the ISCG. Full refund will be made in this situation.
- c. If a student is requested to withdraw owing to the following reasons, no refund will be made.
 - i. One is being declared as guilty by a legal authority (e.g. a court).
 - ii. One is found misconduct in campus (e.g. stealing, purposely damage of school property, etc.)
- d. Under special circumstances, the UM Finance Management Committee can exercise its discretion to refund tuition fee to a student on a case-by-case basis.