

## 11. Withdrawal

- 11.1 Any registered student of the University of Mauritius has to complete a Programme Withdrawal Form if s/he wishes to completely withdraw at any time from the University even if s/he has not attended any lectures.
- 11.2 The prescribed '**Programme Withdrawal Form**' as given in Annex 10, can be obtained from the University website, Admissions and Student Records Office and at the Faculty/ Centre/ Partner Institution Registry.
- 11.3 Failure to fill the Programme Withdrawal Form will result in "F" grades for all modules registered.
- 11.4 Refund of general/ tuition/ laboratory fees, where applicable, will be based on the date of withdrawal and will be treated as per the table below:

<b><u>General Fees</u></b>	
<b>Receipt of Request for Refund</b>	<b>Refund</b>
(i) Before or within one week after start of first semester	75%
(ii) Above one week and up to two weeks after start of first semester	50%
(iii) Above two weeks and up to three weeks after start of first semester	25%
(iv) Above three weeks from start of first semester	No Refund

Students withdrawing from the University of Mauritius to accept scholarships tenable at other Universities would be refunded 75% of the General Fees regardless of the time frame at (ii), (iii) and (iv) above.

<b><u>Tuition Fees</u></b>	
<b>Receipt of Request for Refund</b>	<b>Refund</b>
At least two weeks before the start of the first semester	100%
Less than two weeks before the start of the first semester	70%
Within 3 weeks after the start of the first semester	50%
More than three weeks after the start of the first semester	No Refund

- 11.5 The student has to complete and sign the Programme Withdrawal Form. Prior to submitting the form, the student must obtain the signatures from the Library and Finance Office.

- 11.6 At the time of withdrawal, the student must return any books borrowed from the University Library and obtain the signature of the Chief Librarian or her/his representative on the Programme Withdrawal Form.
- 11.7 The student must also obtain the signature of the Budget Director or her/his representative on the Programme Withdrawal Form that there is no outstanding debt in her/his account.
- 11.8 The student has to submit the duly completed form together with the University Identity Card issued to her/him to the Admissions and Student Records Office.
- 11.9 The latter will inform the Faculty/ Centre/ Partner Institution of the withdrawal of the student for necessary action at their end so that the student is officially withdrawn.
- 11.10 Students who have withdrawn from a Programme of Studies at the University of Mauritius as from the 3<sup>rd</sup> week after the beginning of the semester without submitting valid reason(s) at the time of application for withdrawal will not be admitted on the same Programme until a period of two years has elapsed.