

UNIVERSITY PROGRAMME 2019

POLICY FOR REFUNDS, CREDIT, AND COURSE CANCELLATION, MODIFICATION AND WITHDRAWAL

Refunds and Credits for Tuition and Accommodation Fees

In order to withdraw from the programme, students must inform the Summer School team by email at summer.school@sciencespo.fr and must receive written acknowledgement of their withdrawal.

Tuition fees

Tuition fees for core and elective courses will be refunded in accordance to the terms established below. The application fee is non-refundable.

Date of Withdrawal	Tuition fee refund (%)
45+ days prior to the start of the session.	90%
44-31 days prior to the start of the session.	50%
30 days or less prior to the start of the session.	No refund

The start of the session is Orientation Day, the official first day of the June or July session, and not the first day of class.

- All refunds are made in Euros. Sciences Po cannot refund any shortfalls due to exchange rate fluctuations.
- All refunds will be made via bank transfer. Any bank transfer fees will be deducted from the amount to be refunded.

In the event of a serious illness or visa refusal, a student may request a credit for 100% of their tuition fees for the following summer instead of a tuition fee refund. The Summer School team will evaluate the request for a tuition fee credit upon receipt of verifiable documentation. If granted, this credit may only be used the summer following the original registration. The Summer School does not guarantee the availability of specific classes from one summer to the next.

Accommodation fees

Refunds for accommodation are handled separately from tuition fees. Students who wish to cancel their housing reservation must inform the Summer School team by writing at summer.school@sciencespo.fr and must receive written acknowledgement of their cancellation. Accommodation will be refunded according to the terms established below.

Date of Cancellation	Accommodation fee refund (%)
60+ days prior to the check-in date	90%
59-46 days prior to the check-in date	50%
45 days or less prior to the check-in date	No refund

Please note that the check-in date varies according to the accommodation options. Check-in dates for all housing options are listed on the [Accommodation](#) page.

- All refunds are made in Euros. Sciences Po cannot refund any shortfalls due to exchange rate fluctuations.
- All refunds will be made via bank transfer. Any bank transfer fees will be deducted from the amount to be refunded.

The Summer School does not offer credit for the following summer for accommodation fees.

DELFDALF exam fees

Refunds for DELF/DALF exams are handled separately from tuition fees. Students who wish to cancel their DELF/DALF registration must inform the Summer School by writing at summer.school@sciencespo.fr and must receive written acknowledgement of their cancellation.

A 90% refund for the DELF/DALF exams will be granted up until the deadline to register for the exams announced on the [Summer School website](#). Following this deadline, no refunds will be granted.

- All refunds are made in Euros. Sciences Po cannot refund any shortfalls due to exchange rate fluctuations.
- All refunds will be made via bank transfer. Any bank transfer fees will be deducted from the amount to be refunded.

Activities

Payment for activities must be made exclusively by credit or bank card on the Summer School online payment website. All payments for activities are non-refundable.

Course Cancellation

In the event that the Summer School is obliged to cancel a core or elective course, registered students have the choice to:

- Transfer to another course, depending on the number of places available.
- Receive a full refund of tuition fees for the cancelled course.

If a student is enrolled in a core class and an elective class, and only the core class is cancelled, a full refund will be granted only for the tuition fees for the core class. If the student would like to withdraw from the programme and request a refund for the elective class, the refund is subject to the tuition fee refund policy (page 1).

Modification of Class Registration

The core course to which a student is admitted (and the elective class for which he/she registers), is considered to be definitive, with the exception of students in a French language class (core or elective) whose final level will be determined by a placement test at the start of the programme.

However, a student may submit a written request to summer.school@sciencespo.fr to change their core or elective class up until the start of the session. The Summer School team will consider this request depending on the availability of spots in the requested class and the academic coherence of the request.

Students may continue to register for an elective course until the start of the session, subject to the availability of spots in the class, and, for French language elective courses, upon providing proof of their French level.

After the start of the session, it is not possible to change core courses, except for students in the French language track who may request to change French levels. All level change requests must be made by the end of the second French language class at the latest and must be validated by the professors at the initial and the new level.

After the start of the session, it is not possible to change elective courses, except for students in a French language class who may request to change French levels. All level change requests must be made by the end of the first class and must be validated by the professors at the initial and new level.

A student who wishes to withdraw from an elective class must make a written request to summer.school@sciencespo.fr before the start of the second class. If a student requests a withdrawal before this deadline, the elective class will be removed from his/her transcript. After this deadline, the elective class will appear on the student's transcript with a grade and/or record of participation. No refunds will be granted for withdrawn elective classes.