



WITHDRAWAL FORM

☐ School Initiated

☐ Student Initiated

Name	
Address	
Student ID	
Email	
Phone Number	
Program	MASTER OF BUSINESS ADMINISTRATION
Date of Commencement	
Date of Withdrawal	

Please select relevant course/s

(✓)	Courses	Semester Credit Hours
	Strategic Management	3
	Marketing Management	3
	Cross-Cultural Management	3
	Finance for Managerial Decision Making	3
	Project Management	3
	Human Resource Management	3
	Business Innovation and Creativity	3
	Business Ethics and Corporate Governance	3
	Business Research Methodology	3
	Capstone Project	3
Total Credit Hours		

Reason/s for withdrawing out of the course/s



Chief Academic Officer's Signature



WITHDRAWAL FORM

CANCELLATION AND REFUND POLICY

1. Students may cancel their enrollment at Robert Cavalier University at any time. A student's notification of cancellation may be conveyed to the institution by submitting a Withdrawal Request Form.
2. A student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to the institution.
3. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement, but before beginning a course or program, is entitled to a refund of all monies paid.

Tuition will be refunded per the table below. Tuition for courses that have not been started will be refunded in full. There is no tuition refund for courses and/or terms that have been completed

Length of Term	Tuition Refund Amount	
8 Weeks	After the 1 st Week	80%
	After the 2 nd Week	60%
	After the 3 rd Week	40%
	After the 4 th Week	20%
	After the 5 th Week	0%

Any refund due to a student will be paid in full within 30 days.

Refund Calculation Example

Scenario 1

The refund amount for a student (who pays for the first installment of \$405 and withdraws from all courses of the MBA program after the 3rd week of the term) the calculation considers both the general installment and the tuition fees for the two courses. In this scenario, the student is eligible for a 40% refund of the \$324 tuition fee (representing the cost of the two courses). In addition to this, the student will receive a balance from the initial \$405 payment after the applicable portion of the tuition fee has been deducted. In this situation, the following calculation will apply:



WITHDRAWAL FORM

RCU Retains	Amount (USD)
Tuition fee per term (2 courses @ \$162 per course)	\$324
Portion of the tuition refund for the current course (Withdrawal after Week 3 of the 8-week term)	\$129.6 (324 x 0.4 =129.6)
Total Amount Paid for the First Term	\$405
Total Student Refund Amount for Two (2) Courses	\$210.6
Total Retained by RCU for Two (2) Courses	\$194.4

Scenario 2

The refund amount for a student (who pays the full tuition fee of \$1620 and withdraws from all courses of the MBA program after the 3rd week of the term) the student would be eligible to receive a 40% refund of the term's tuition and a full refund of the tuition for the 2nd to 5th term (final term). In this situation, the following calculation will apply:

RCU Retains	Amount (USD)
Tuition fee per term (2 courses @ \$162 per course)	\$324
Portion of the tuition refund for the current course (Withdrawal after Week 3 of 8-week term)	\$129.6 (324 x 0.4 =129.6)
Total Amount Paid	\$1620
Total Student Refund Amount	\$1,425.6
Total Retained by RCU for the First Term (Two Courses)	\$194.4

The student refund amount is applied to any balance on the student's account. Any and all money due to the student is refunded to the student within 30 days after the withdrawal.

Withdrawal Request Form updated 12.28.2025