

University of the Virgin Islands

Refund, Cancellation and Transfer Policies

1. There is a \$15 fee to transfer a paid registration from one course to another. Additional fees may apply based on the difference in course registration fees. Any transfers granted within 10 days of the start date of the course will result in additional fees.
2. There is a fee of \$25 to cancel a paid registration 20-30 days prior to the start date of the registered course.
4. There is a \$75 fee to cancel a registration less than 20 days up to 10 days prior to the registered course.
5. There will be no refunds if the registration is canceled within 10 days of the start date of the course or for students who fail to attend the course for any reason.
6. There is a fee of \$10 to transfer a name for a paid registration.
7. There will be no refunds for any reason for students who have attended any portion of a course.
8. There will be no refunds for students who exhibit unacceptable behavior and are removed or dismissed from classes.
9. Within 10 days of the start date of a course students may request a name change for a replacement attendee (additional fees will apply).

To request a refund or to cancel a course please visit your user account or course confirmation email select "cancel course". Questions about cancellations and refunds direct to info@uviprogram.org

To request a transfer, send an email to info@uviprogram.org. Include in the email the name and date of the course you are registered for and the name and date of the course you would like to attend. We will reply with the transfer fee and any difference in registration fees.

Allow 7-14 days for refunds to be processed. We cannot accept cancellations or transfer requests over the phone or messages left on voice mail.