2019 JHU SUMMER PROGRAMS REFUND APPEALS POLICY

The Johns Hopkins University Summer Programs adheres to a strict refund policy and all refunds will be issued in accordance with set guidelines. A student may only appeal the University summer refund policy for the following reasons:

1. Serious illness or injury that prevents you from attending class
2. Serious situations completely outside of your control that would prevent you from attending class

The following, while not a complete list, are not considered valid reasons for an appeal:

1. Current JHU Undergraduates failure to drop your course in SIS Self-Serve or In-Person at the Office of the Registrar by the listed deadline. This includes failure to verify that you properly dropped yourself from the course in Self-Serve.
2. Pre-College Students failure to notify the Summer Programs Office in writing of your request to withdraw from the Pre-College Summer University, Mini-Term, or Discover Hopkins program prior to the listed refund or cancellation deadlines.
3. Visiting Undergraduates failure to notify the Summer Programs Office in writing of your request to withdraw from a course.
4. Choosing to attend another program after submitting your Admission Decision Form
5. Commitments to work/internships or other activities including those sponsored by Johns Hopkins University that interfere with your classes
6. Dissatisfaction with course content or professor
7. Poor performance in class
8. Not being able to finish a course due to suspension or expulsion from the University or Summer Program
9. Lack of review of the Summer Programs Refund Policy and Appeals Policy
10. Inability to understand the policy

DISCOVER HOPKINS PROGRAMS

Cancellation Policy and Fee: The initial deposit is non-refundable. If you wish to withdraw after the Admission Decision Form has been submitted, there is a withdrawal fee of $550. Students must withdraw by the following dates, otherwise, they will be responsible to pay total program costs:

- Discover Hopkins I: Last day to withdraw with $550 fee is June 10
- Discover Hopkins II: Last day to withdraw with $550 fee is June 24
- Discover Hopkins III: Last day to withdraw with $550 fee is July 8

PLEASE NOTE THAT THE DEPOSIT FEE FOR PRE-COLLEGE OR VISITING UNDERGRADUATES IS NON-REFUNDABLE UNDER ANY CIRCUMSTANCES AND CAN NOT BE APPEALED.

Appeals can be initiated by filling out the Summer Programs Tuition Refund Appeals Form and submitting it to the Office of Summer Programs. Students appealing for medical or injury reasons should include a note from a health professional explaining the medical situation. Appeals for other reasons should include any documentation that you may have to support your appeal. An appeals committee will review appeals.

Appeal Refund amounts, if awarded, will take into consideration the amount of time, if any, a student attends a given course. A student who attends at least one class meeting will receive a maximum 90% refund. Students who attend a course past the last day to withdraw will not be considered for a tuition refund appeal under any circumstance.

The Appeals Committee decision is final; there are no additional appeals processes.

Student Name: ________________________________________________________________

Student Signature: ____________________________________________________________ Date ___________

Parent Name (Pre College Only): _____________________________________________

Parent Signature (Pre College Only): _________________________________________ Date ___________
Summer Programs Refund Appeals Request Form

Please complete this form and email to summer@jhu.edu to initiate a Refund Appeal Request.

Last Name: ___________________________________ First Name: ____________________________

Email Address______________________________ Hopkins ID _____________________________ Date ______________

Student Type (Check One):

___ Pre-College   ___ JHU Undergraduate   ___ Visiting Undergraduate   ___ EdUSA   ___ Other (please explain)

Course Number of Enrolled Class(es): ______________________

Reason for Refund Request (Please provide a description of the reason you are appealing in the space below. You may attach another document if you need more space):

Submit all necessary documents including notes/forms from Medical Doctor for any health related reasons.

I have read the 2019 JHU Summer Programs Refund Appeals Policy. I understand that my appeal will be reviewed by the Summer Program Appeals Committee and that their decision is final. I understand I will still owe my balance if the appeal is not granted.

Student Name: ______________________________________________________________

Student Signature: ____________________________________________________________

Parent Name (Pre-college Only): ________________________________________________

Parent Signature (Pre-College Only): ____________________________________________

Appeals Committee Response

Appeals Committee Chair Signature: Date: