

Regarding Refunds

1. Policy Statement:

1.1 Harson University will ensure that prospective and enrolled students have the information concerning the refund of tuition paid in the event of dismissal or resignation from the program of study.

1.2 The tuition refund policy shall be made available by publication in the program information brochure and in the Catalog.

2. Purpose:

Harson University Refund Policy sets out the circumstances in which the university will refund tuition fees to students and ensures a fair and consistent implementation of the policy and to provide accessible information to students and their parents or guardians.

3. Applicability:

This policy applies to all prospective and enrolled students of Harson University. Finance department staff are responsible for the implementation of this policy and all University staff are expected to be aware of this policy to ensure maximum effectiveness.

4. Consequences of non-compliance:

Non-compliance of any of the policies and procedures may result in potential violations, disciplinary action and/or sanctions by the University as per stated via the policy and procedures as applicable.

5. Definitions:

5.1 Academic Calendar: Schedule of all of the academic activities and terms that will occur in an academic year. These activities include events such as, but not limited to, registration dates, starting and ending classes dates, examination dates, graduation dates, term breaks, holidays.

5.2 Catalog: The official document that contains all the information about Harson University services for prospective students and for those already enrolled at it. The Catalog encompasses all the information related, but not limited, to the University itself, its academic calendar, programs, degree requirements, tuition, fees, academic policies, regulations, courses descriptions, governance, and faculty listing.

5.3 Consent: Any freely given, specific, informed, and clear indication by statement and/or affirmative action by which a subject accepts and agrees to comply with the stipulations, conditions, and terms of Harson University policies, rules, regulations, and procedures. The individual has both the freedom and capacity to make the choice.

5.4 Course: A unit of study with defined learning objectives, outcomes, and assessment scheme.

5.5 Enrollment Agreement: A contract that constitutes the entire agreement between the student, their parents and legal guardians and Harson University, concerning all aspects of the education and training the student will be provided by the University, binding the parties to the terms and conditions established in the agreement.

5.6 Leave of Absence: A period during which the student is away from the University because of an agreed interruption of his/her studies. A granted leave of absence period must not exceed 120 days.

5.7 Policy: Written rules and regulations governing the implementation of Harson University processes as found in, but not limited to, the Catalog, the Enrollment Agreement.

5.8 Procedure: Implementation of the University policies.

5.9 Program: A set of defined courses in one or more subjects leading to a degree.

5.10 Refund: Repayment of sums paid by a student to the University or an appropriate reduction in the amount owed in future by the student to the University.

5.11 Requirements: Academic or professional standards, or skills needed to safely participate in the University programs. These requirements are considered indispensable.

5.12 Student: All persons admitted and officially enrolled to follow a program of study who take courses at Harson University, either in person or online.

5.13 Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation, unless earlier written notice is received.

5.14 Withdrawal: The permanent or temporary cessation of study. It can be effected either by the student or by the University; both types of withdrawal will require formal written notification.

6. Policies:

- 6.1 The amount of tuition is computed on the assumption that a student remains throughout the semester.
- 6.2 All fees published by Harson University are in USD \$ dollars.
- 6.3 A 100% refund will be given for cancellation at any time from the date of a student's registration to the day before the first day of the semester or if the student cancels his/her executed enrollment agreement within three (3) business days of signing agreement.
- 6.4 Cancellation following the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the application fee for admission and registration.
- 6.5 Cancellation after attendance has begun but prior to 40% of the program will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- 6.6 Cancellation after completing more than 40% of the program will result in a no refund.
- 6.7 Refunds will be made available within thirty (30) days from the date of the determination of a student's withdrawal or receipt of Cancellation Notice from the student.
- 6.8 Refunds are issued two ways:
 - a) Direct Deposit. Refunds will be issued to the provided domestic bank account of the student or parent/guardian.
 - b) Paper Check. If the student is not enrolled in direct deposit, a paper check will be sent using the mailing address he/she has provided.
- 6.9 If the university does not accept the applicant due to ineligibility, the student will receive tuition reimbursement and refundable fees.
- 6.10 The University shall have the right to terminate the contract and enrollment of a student at any time for student's violation of rules and policies as outlined in the catalog.
- 6.11 Reduction in indebtedness is made solely at the discretion of the Institution for withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the Institution.

- 6.12 Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees) owed to the Institution.
- 6.13 A \$50.00 withdrawal fee is charged when a student withdraws prior to the end of a semester.
- 6.14 A student who is withdrawn from the University for inappropriate behavior as per the Student Code of Conduct, up through 50% completion of the term, will result in a prorated charge for tuition, computed on the number of days to the termination date compared to a total number of days in the term. After 50% completion of the term, the tuition is 100% earned by the university.
- 6.15 If a student does not return to the institution at the expiration of an approved leave of absence, the student's last day of attendance is the date the student began the leave of absence, and charges and refund calculations are applied.
- 6.16 All refund and cancellations policies are applied based on a student's last day of attendance
- 6.17 If the operation of the institution is suspended at any time due to any "Act of God", strike, riot, or any other reason beyond the control of the institution, refunds will be made per the refund policy, or student will have the option of resuming their course work at a later date.
- 6.18 The University reserves the right to modify the rules and regulation and will notify and publicize any and all modifications.

7. Procedures:

7.1 Cancellation and refund:

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund procedures:

1. Cancellation can be made in person and in writing, by electronic mail, by Certified Mail addressed to the Student Services department, or by termination.
2. All monies will be refunded if the University does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.

3. Cancellation after the third (3rd) business day, but before the first (1st) class, results in a refund of all monies paid, with the exception of the application fee .
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. In calculating the refund due to a student, the last date of actual attendance by the student will be used as the termination date in the calculation, unless earlier written notice is received.
7. Refunds are issued two ways:
 - Direct Deposit –The student can expect to see the funds up to five (5) business days after processing. Direct deposit is the quickest, easiest, and most secure way to receive your refund. Refunds will be issued to the provided domestic bank account of the student or parent/guardian.
 - Paper Check – If the student is not enrolled in direct deposit, a paper check , will be sent using the mailing address the student has provided. Students must ensure and confirm with the Registrar/Student Services department their personal information is up to date. On average, paper checks take between 7 and 10 business days to process and mail.
8. Refunds will be made within 30 days of termination of student's enrollment or receipt of Cancellation Notice from student.

8. Related information:

- Harson University Catalog.
- Harson University Enrollment Agreement.

9. Contacts:

- Finance Director: Víctor Calderón Landauro, vcalderon@isil.pe
- Admissions Director: Cristina Torres, ctorres@harsonuniversity.com
- Student Services Director: Juan Arteaga, jarteaga@harsonuniversity.com

Regarding Admissions

1. Policy Statement:

1.1 It is the philosophy of Harson University that no person shall be denied admission or be subjected to discrimination because of race, creed, color, handicap, national origin, sex age, political affiliation, sexual orientation, marital status, or religious belief.

1.2 Harson University considers applicants on the basis of their merits, abilities, and potential.

1.3 Harson University welcomes student applications from diverse backgrounds, from the United States and abroad. The staff of the Admissions department is responsible for providing information, advice, and guidance on the admissions process.

2. Purpose:

Harson University offers fair and equitable access to higher educational opportunities to anyone who has the interest, desire, and potential to succeed and to pursue advanced studies.

3. Applicability:

This policy applies to all modalities of applications of enrollment (on-site and online) for the undergraduate and postgraduate Programs offered by Harson University, to the students and administrative staff related to the admissions process.

4. Consequences of non-compliance:

Non-compliance of any of the policies and procedures may result in potential violations, disciplinary action and/or sanctions by the University as per stated via the policy and procedures as applicable.

5. Definitions:

5.1 Academic Calendar: Schedule of all of the academic activities and terms that will occur in an academic year. These activities include events such as, but not limited to, registration dates, starting and ending

classes dates, examination dates, graduation dates, term breaks, holidays.

5.2 Catalog: The official document that contents all the information about Harson University services for prospective students and for those already enrolled at it. The Catalog encompasses all the information related, but not limited, to the University itself, its academic calendar, programs, degree requirements, tuition, fees, academic policies, regulations, courses descriptions, governance, and faculty listing.

5.3 Consent: Any freely given, specific, informed, and clear indication by statement and/or affirmative action by which a subject accepts and agrees to comply with the stipulations, conditions, and terms of Harson University policies, rules, regulations, and procedures. The individual has both the freedom and capacity to make the choice.

5.4 Course: A unit of study with defined learning objectives, outcomes, and assessment scheme.

5.5 Enrollment Agreement: A contract that constitutes the entire agreement between the student, their parents and legal guardians and Harson University, concerning all aspects of the education and training the student will be provided by the University, binding the parties to the terms and conditions established in the agreement.

5.6 Family Educational Rights and Privacy Act (FERPA): The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

5.7 Policy: Written rules and regulations governing the implementation of Harson University processes as found in, but not limited to, the Catalog, the Enrollment Agreement.

5.8 Procedure: Implementation of the University policies.

5.9 Program: A set of defined courses in one or more subjects leading to a degree.

5.10 Requirements: Academic or professional standards, or skills needed to safely participate in the University programs. These requirements are considered indispensable.

5.11 Sanction: A penalty imposed upon a student after he or she has admitted being at fault or has committed a violation of Harson University policies, rules, or regulations.

5.12 Student: All persons admitted and officially enrolled to follow a program of study who take courses at Harson University, either in person or online.

6. Policies:

Admission:

6.1 The admission of students is based on the reasonable expectation that the applicant will fulfill the requirements established for the Program he or she is registering.

6.2 All applicants who wish to apply for admissions at Harson University must complete an Enrollment Agreement. The Enrollment Agreement, together with the Harson University Catalog, constitutes a binding contract between the student and the University upon acceptance by the University.

6.3 Applicants must include all relevant information on their application form, without any omissions.

6.4 All required documents must be received by the stated deadlines published in the Academic Calendar and in the Catalog. If admitted students fail to meet these deadlines, the Admissions department reserves the right to withdraw an application.

6.5 Documents submitted by the applicant to the Admissions department as part of the application process will become property of Harson University. These documents will not be available to any person who is not involved in the admission process, except for the academic advisor.

6.6 In compliance with the amended Family Educational Rights and Privacy Act of 1974 (FERPA), an enrolled student may examine the contents of his or her admission folder in the presence of an officer of the Admissions department, at a time and date previously arranged.

6.7 A student must be officially admitted and registered prior to attending any course; this implies that his or her admission file is complete, and all required documents have been received.

6.8 Courses and schedules of classes are announced and published in advance at the beginning of each term on the website, in the Academic Calendar and in the University Catalog (online and hard-copy versions).

6.9 The Admissions Committee is composed of the Admissions Director and the Academic Director. This Committee will meet quarterly or as needed, to maintain, review, and ensure the compliance of policies and procedures related to admissions, registration, and student academic progress.

6.10 The Admissions department will review and notify in writing the official admission to applicants that qualify for acceptance. Acceptance

of applicants must be granted in all cases by the Admissions Committee.

6.11 Any application submitted after the deadlines of a term will be reviewed on a space- and time- basis at the discretion of the Admissions Committee.

6.12 If a student submits fraudulent documents, he or she will not be eligible for refunds and will be banned from re-entering the University. The Admissions Committee reserves the right to cancel an application or withdraw any offer made on the basis of an application which has found to be fraudulent.

6.13 The Admissions Committee reserves the right to rescind an application of admission, re-admission, and any scholarship awarded if a student's academic progress falls below that upon which the admission and scholarship decisions were made.

6.14 The Admissions Committee reserves the right to withdraw an application if a student engages or has engaged in behavior that violates the standards of conduct to which all University students are held. If there is any update to one's conduct, academic or behavioral, the student must notify this in writing to the Admissions office.

6.15 Any change in the personal data of an enrolled student (name, address, identification number, country of residence) must be submitted in writing to Harson University by mailing a copy of a valid identification document such as a social security card, marriage license, identification card, passport, to the Student Services department.

6.16 Information about the University is published in a Catalog and contains a description of the majority of the policies, rules, procedures, and other information about the University. The University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format.

6.17 Students are expected to read and be familiar with the information contained in the University catalog, any revisions, and supplements to the catalog, and with all University policies.

6.18 The University reserves the right to make changes at any time to any provision of the catalog, including the amount of tuition and fees, academic programs and courses, University policies and procedures, faculty and administrative staff, the University calendar and other dates, and other provisions. The University also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and when size and curriculum permit, to combine classes.

6.19 The University reserves the right to cancel or postpone a scheduled class when the number of students scheduled to start the program is not sufficient as determined by the University. If the student chooses not to enroll in the same class at a different scheduled hour, the student will be eligible for a full refund.

6.20 By enrolling in the University, the student agrees to abide by the terms stated in the Catalog and all University policies as may be in effect and/or amended from time to time.

6.21 If an admitted applicant chooses to confirm his or her enrollment to Harson University, they must submit the required payment in accordance with the payment plan/terms stated on their Enrollment Agreement and on the official admission letter.

6.22 A student aged under 18 who wishes to enroll in Harson University is still the legal responsibility of their parents or legal guardian who must provide their contact details and consent to the University.

6.23 If the applicant is under 18 years of age, it is a condition of registration with Harson University that their parents or legal guardians must confirm their acceptance of Harson University's policies and sign the Enrollment Agreement and all necessary forms and documents regarding their admissions process.

6.24 Harson University Admissions officers will ensure that students under the age of 18 and their parents or guardians have a clear understanding of their responsibilities, as well as the University's, as a consequence of the student's admission.

6.25 Harson University offers the following undergraduate (Bachelor of Science) and graduate (Master) degrees:

- Bachelor of Science in Business Administration
- Bachelor of Science in Marketing Management
- Master in Digital Marketing
- Master in Innovation & Entrepreneurship
- Master in Business Administration.

6.26 It is Harson University's responsibility to ensure that the admission requirements are fair, transparent, and accurate wherever they are published (e.g., Catalog, Enrollment Agreement, website, online and hard-copy University publications).

6.27 Admissions Committee must ensure that these criteria are applied consistently and fairly when making decisions.

6.28 Harson University admission requirements are:

Bachelor degrees

- File a completed signed and dated admission application.
- Application fee (non-refundable) made payable to Harson University.
- Submit a copy of a valid government issued picture ID.
- Applicants to the Bachelor program must have obtained a High School degree from a regionally or nationally accredited institution.
- Submit a copy of High School diploma or GED (General Education Diploma).
- Submit a copy of official High School, GED, or College transcripts.
- Applicants from High-Schools out of US or with Associate's degrees from non-US institutions of higher education are required to submit their credentials for evaluation of US equivalency by a recognized agency specialized in this activity and member of the National Association of Credential Evaluation Services (NACES).
- Harson University offers its programs online and in Spanish. Applicants whose native language is other than Spanish, are required to take and approve a Proprietary Proficiency Language Test.
- Payment of tuition and fees by deadline indicated on Enrollment Agreement.
- Online students must have access to the internet.
- Harson University reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security of the University and the University community.

Master degrees

- File a completed signed and dated admission application.
- Application fee (non-refundable) made payable to Harson University.
- Submit a copy of a valid government issued picture ID
- Applicants to the Master program must have obtained a Bachelor's degree from a regionally or nationally accredited institution of higher education.
- Applicants with Bachelor's degrees from non-US institutions of higher education are required to submit their credentials for evaluation of U.S. equivalency by a recognized agency

- specialized in this activity and member of the National Association of Credential Evaluation Services (NACES).
- Applicants who earned a Bachelor’s degree in another language must have the transcript translated into English by a certified translation agency. The translated copy should be submitted along with an original copy.
 - Two letters of recommendation from supervisors, faculty, or professional associates.
 - Formal resume indicating education and complete work history, outlining the applicant’s professional experience and accomplishments, academic achievements, as well as any participation in community and civic organizations.
 - Harson University offers its programs online and in Spanish. Applicants whose native language is other than Spanish, are required to take and approve a Proprietary Proficiency Language Test.
 - Payment of tuition and fees by deadline indicated on Enrollment Agreement.
 - Online students must have access to the internet.
 - Harson University reserves the right to deny admission to any prospective student that in their judgment poses an undue risk to the safety or security of the University and the University community.

6.29 Students enrolled at Harson University fall within the following categories/grade levels:

Freshman	Grade Level 1: 0-30 semester credits
Sophomore	Grade Level 2: 31-60 semester credits
Junior	Grade Level 3: 61-90 semester credits
Senior	Grade Level 4: 91-120 semester credits

Re-Admission:

6.30 Former students that wish to apply for re-admission must complete a new enrollment agreement and will be charged tuition and fees according to the rates at the time of re-admission. Student must be in compliance with the University's Satisfactory Academic Progress Policy.

a) Academic Re-Admission:

6.31 A student must apply for academic re-admission to the Institution after a voluntary withdrawal before being withdrawn. This

policy also applies to students who have been on an approved leave of absence that extended beyond the date granted which results in automatic withdrawal.

b) Disciplinary Re-Admission:

6.32 A student must apply for disciplinary re-admission to the institution after being withdrawn for disciplinary reasons.

7. Procedures:

7.1 Admissions:

Students who wish to be admitted at Harson University must follow this procedure:

1. The applicant obtains a copy of the University Catalog and reviews all the information and admission requirements of the program of his or her interest, as well as any specific requirement of the program they wish to apply for.
2. The applicant downloads the application for, fills in all the required fields, and submits the application to the Admissions office well in advance of the start date.
3. The applicant completes the Enrollment Agreement form.
4. The applicant submits all the required documentation depending on the program of their interest.
5. The application for admission will not be considered duly completed if the applicant has not submitted all the necessary documents.
6. If the applicant is under 18 years of age, their parents or legal guardians must sign all agreements regarding their admissions process.
7. The applicant pays the non-refundable application fee and submits the application, either online or at the Admissions office of Harson University.
8. If the application process is in-person, the Admissions officer interviews and assists the prospective student and or their parents and guardians in providing them all the

necessary information regarding the University admissions process, requirements, and procedures.

9. The Admissions officer reviews and verifies the accuracy of the application information and ensures all the documents and submitted paperwork meet the requirements.
10. The Admissions officer creates physical files for each application and uploads the information in the database system.
11. Within the 48 hours after receiving the complete application, the Admissions officer sends an email to the applicants with instructions to create an admissions account where the applicants can keep track of their application status.
12. The Admissions officer prepares an enrollment status report with actionable feedback and recommendations, including exceptional admission cases, for its revision and discussion at the Admissions Committee.
13. The Admissions Committee evaluates the applications and grants its assessment within 3 academic days.
14. The Admissions office communicates in writing to each applicant, and within the five (5) days after receiving the assessment of the Admissions Committee, the decision of their admission, stipulating the terms of payment according to the modality plan selected in the Enrollment Agreement.
15. Likewise, within the five (5) days after receiving the assessment of the Admissions Committee, the Admissions office will communicate in writing to those applicants whose application has been rejected, the reasons for their rejection.

7.2 Academic Re-Admission:

A student who applies for academic re-admission after a voluntary withdrawal before being withdrawn or has been on an approved leave of absence that extended beyond the date granted (in automatic withdrawal), must comply with the following procedure.

1. Within a year from withdrawal date, student must arrange an interview with the Admissions office to obtain permission to re-enroll within a year from withdrawal date.
2. The Admissions Director will reply to the student in writing within five (5) academic days after the interview.

3. Student must obtain the Finance Director's signature on the re-entry documents indicating all financial obligations to the institution have been met.
4. A student must pay a \$50 re-admission fee as stipulated in the Enrollment Agreement.
5. If a student has been out of the institution from more than thirty (30) days, an application fee must be paid.
6. If a student has been out of the institution for more than one (1) year, the student may no longer have the necessary skills for his/her respective program. The decision for re-admission is made by the Registrar/Admission Director. If a student has been out of the institution for more than thirty (30) days, the Admissions Director may grant approval.
7. Students must adhere to tuition and fees as stipulated in the Enrollment Agreement to the current rates of tuition charges.
8. After obtaining required signatures on re-admission documentation, a re-admitted student must return the documentation to the Registrar/Admission Director to enroll in the scheduled classes.

7.3 Disciplinary Re-Admission:

A student who has been withdrawn for disciplinary reasons and wish to apply for re-admission, must follow the following procedure:

1. The student must submit a petition for re-admission to the Admissions Committee at least one month prior to the start of term for which they are seeking re-entry and arrange an interview with the Admissions office.
2. Students must submit documentation in support of their re-admission.
3. Re-admission to Harson University is subject to approval by the Admissions Committee.
4. The Admissions Committee will reply to the student in writing within five (5) academic days after the interview.

5. Student must obtain the Finance Director's signature on the re-entry documents indicating all financial obligations to the institution have been met.
6. Students must adhere to all tuition and fees as stipulated in the Enrollment Agreement to the current rates of tuition charges.
7. After obtaining required signatures on re-admission documentation, a re-admitted student must return the documentation to the Registrar/Admission Director to enroll in the scheduled classes.
8. Students re-entering are placed on a disciplinary probation until graduation. Continued enrollment depends upon satisfactory performance during the probationary period.
9. If there are no violations of the Student Rules and Regulations at the conclusions of enrollment at Harson, students are removed from the probation and their records within the probationary period will be cleared.

8. Related information:

- Harson University Catalog
- Harson University Enrollment Agreement.
- Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380).

9. Contacts:

Admissions Director: Cristina Torres, ctorres@harsonuniversity.com