

# Withdrawal and Cancellation Policy

## Noncredit Courses

### Cancellation fees are as follows:

10% of course tuition

### Notification Procedure

Failure to attend a course does not entitle a registrant to a refund. Students must call the UChicago Professional (UCP) at 773.834.2964 for initial cancellation.

### Tuition Transfer

Students may apply tuition to another course offered by the UChicago Professional, or they may transfer their tuition to another employee in their organization if they contact the UCP program director or manager at least five business days prior to the start of the program.

Cancellation fees will apply to tuition transfer if students fail to abide by the cancellation policies.

### CANCELLATION POLICY

FULL REFUND	To obtain a full refund, registrants need to notify the UCP of cancellation <b>5 business days or more prior to the first class* meeting (i.e., section start date/time)</b> . If the course is canceled by the UCP, the student will receive a full refund.
PARTIAL REFUND	To obtain a refund minus a cancellation fee ( <b>10% of the course tuition</b> ), registrants need to notify the UCP of cancellation <b>less than 5 business days and no more than 24 hours after the first class* meeting (i.e., section start date/time)</b> .
NO REFUND	No refund will be given to registrants if they notify the UCP of a course cancellation <b>greater than 24 hours after the first class* meeting (i.e., section start date/time)</b> , unless the course has been cancelled by UCP.

### \*FOR ONLINE STUDENTS:

The first class meeting is based on the first day of the course (not the first synchronous session).

### UChicago Professional

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