

Cancel Registration

Cancellation and Withdrawal Policy for TCM Courses

TCM International Institute understands that students may occasionally need to cancel their registration or withdraw from a course. This article outlines the procedures, deadlines, and policies related to course registration cancellations and withdrawals.

Key Terms:

- **Course Registration Fee (CRF):** The fee is assessed at registration for each course. The amount is determined as outlined on the [Student Fees](#) page.
- **Cancellation:** You can cancel a registration before the course begins or up to two months after the start date. Please note that penalty fees may apply depending on when you cancel.
- **Withdrawing from a course** means formally unenrolling a TCM International Institute course after cancellation options are exhausted.
- **Penalty Fee:** A fee equal to the CRF, charged for cancellations made during the second month of a course.
- **No-Show Fee:** A fee equal to the CRF, charged to students who do not participate in online activities or do not attend the face-to-face session of a hybrid course without prior timely cancellation.
- **Tuition Refund:** A partial or full refund of the tuition fee, depending on when the cancellation or withdrawal occurs.
- **Outstanding Fees:** No subsequent courses may be taken until any outstanding fees have been paid in full.

Cancellation Policy and Deadlines:

- **Penalty-Free Cancellation:** Students may cancel their registration for a course without a penalty fee **up to one month after the course start date.**

- **Penalty Fee Applies:** If a cancellation is made **more than one month after the course start date**, a penalty fee equal to the Course Registration Fee (CRF) will be charged.
- **Cancellations Deadline:** Cancellations are **not possible** after the two-month deadline.

Withdrawal Policy

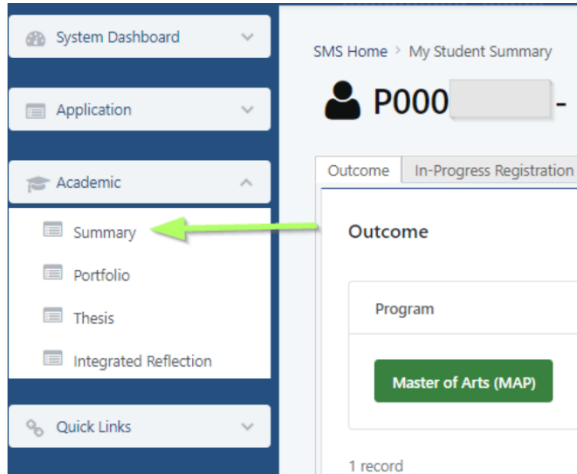
- **Withdrawal During the Third Month:** Students who wish to withdraw from a course during the third month of the course must submit a written appeal to the Dean of Students. Approval for withdrawal during this period is not guaranteed.
- **No-Show Fee:** Registered students who do not participate in online activities or do not attend the face-to-face session of a hybrid course without prior timely cancellation will be charged a no-show fee (equal to the CRF) and will be graded according to the submitted assignments.

Course Fee Refund Policy:

- **Cancellation during the first month of the course:** 100% **CRF** refund.
- **Cancellation during the second month of the course:** Without **CRF** refund.
- **Withdrawal during the third month of the course:** No refund (requires Dean's approval).

TCM's course fee refund policy is designed to be fair to both the student and the Institute. Refunds are based on the timing of the cancellation or withdrawal:

How to Cancel Your Registration



Go to the Academic Summary and then to your program **outcome** to see the courses you are registered for.

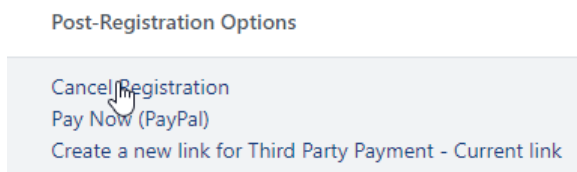
On the tab with **Academic History & Adjustments**, the very first section **In-Progress Registration** is where you can see the courses you are currently registered for.

Or, from the **Summary** page directly access the **In-Progress Registration** tab.

Cancel Registration for Courses

| Detail | Academic History & Adjustments | Integrated Reflection | | | |
|--------------------------|--------------------------------|---------------------------------|--|------------------------------|---|
| In-Progress Registration | | | | | |
| Program | Class | Class Title | Location | Registration Status | Post-Registration Options |
| Master of Arts (MAP) | CN/TH 605 | Pastoral Ethics | Chisinau - MOL | Registered - Payment Pending | Cancel Registration Pay Now (PayPal) Create a new link for Third Party Payment - Current link expires in 30 days. Copy link to clipboard. Paste the link into an email or text. Send to a relative, friend, or supporter. Links expire after 30 days or whenever a new one is created to replace an existing one. (Copy Link to Clipboard) |
| Master of Arts (MAP) | PT 602 | Theology and Practice of Prayer | Haus Edelweiss - Heiligenkreuz, NÖ - A | Student Web Registered | Cancel Registration and Apply Credit to My Student Account |

For the selected course, click on Cancel Registration



Financial Account Updated

| | | \$ USD | | € EUR | | | |
|--------------------|--------|--------|-----------------------|-------------|-------------|-----------|---------------------------------------|
| Balance: | | 0.00 | | 0.00 | | | |
| Effective Balance: | | 0.00 | | 0.00 | | | |
| Year | Amount | Type | Detail Code | Transaction | Effective | Class | Note |
| 2021 | -35.00 | € | Course Tuition (TCRF) | 09-Nov-2021 | 09-Nov-2021 | CN/TH 605 | Enrollment Cancelled - Reverse Charge |
| 2021 | 35.00 | € | Course Tuition (TCRF) | 09-Nov-2021 | 09-Nov-2021 | CN/TH 605 | Class Fee Assessment |

Contact information

If you have any questions or need further assistance regarding course cancellations or withdrawals, please contact the Student Services team at tcmi.edu/support.

Disclaimer

This information is intended as a guide and is subject to change. Please refer to the official TCM Academic Catalog for the most up-to-date policies and procedures.