

**Institutional Refund Policy**

Students who withdraw from the courses in which they are enrolled, will be refunded a percentage of the total correspondent fees, in accordance with the cost of the program and established policies according to the table show below:

<b>Graduate and Undergraduate Semester</b>	
<b>Dates Students Dropout</b>	<b>Refunds Rate</b>
First week of the semester	100%
Second and third week of the semester	80%
Fourth and fifth week of the semester	70%
Sixth and seventh week of the semester	60%
Eight and ninth week of the semester	50%
Tenth and eleventh week of the semester	40%
Twelfth and thirteenth week of the semester	30%
Fourteenth and fifteenth week of the semester	20%
Sixteenth week of the semester and beyond	0%
<b>Quarterly Graduates</b>	
<b>Dates Student Dropout</b>	<b>Refunds Rate</b>
First week of the quarter	100%
Second and third week of the quarter	80%
Fourth and fifth week of the quarter	60%
Sixth and seventh week of the quarter	40%
Eight and ninth week of the quarter	20%
Tenth week of the quarter and beyond	0%

This policy is published in Spanish in the institutional web site:

- <http://tesoreria.mty.itesm.mx/cuotas.aspx>