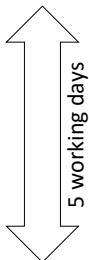


## WITHDRAWAL PROCEDURE

<b>Learner</b>	 <p>5 working days</p>
Fills up course withdrawal form and submit to Student Service Centre.	
<b>Student Services Centre</b>	
Upon approval or rejection, inform learner in writing within 5 working days	
Learner's Application in TP Gateway will be cancelled.	
<b>Accounts Department</b>	
Within 10 working days of withdrawal, refund to the learner and amount based on the refund policy, if approved.	
Withdrawal notification received at least 14 calendar days before commencement, refund policy shall apply, please refer to Refund Policy and Procedure	
Withdrawal notification received less than 14 calendar days from the course commencement or upon course commencement, no refund of paid fees.	

Note: Reasons for withdrawal, if applicable.

1. Deferment
2. Commitments
3. Bad Health Conditions
4. Unforeseen Events

## REFUND POLICY

<b>Refund Policy</b>	<b>Refund Amount</b>
Withdrawal notification received at least 14 calendar days before course commencement.	75% refund of paid fees
Withdrawal notification received less than 14 calendar days from the course commencement OR upon course commencement.	No refund of paid fees