



Policy Code  
VIP20107

## THE REFUND OF FEES

### 1. Cancellation & Withdrawal

All fee refund requests need to be made in the first instance to the administration department in writing.

Fees will only be refunded in specific circumstances:

The students who has paid full fees at the start of term;

- 1.1 A 50% of the Fees will be refunded Where a learner is unable to continue due to ill health or the student would be allowed to continue the course Module in the next batch, supporting medical evidence is required.
- 1.2 Where a student advises their withdrawal in writing to institution two weeks or more before the commencement of the course – a full refund less the administration fees.
- 1.3 Where courses are cancelled by the institution, prior to the commencement of the Course the Institution will refund the Entire Fees.
- 1.4 If the student has availed FNPf assistance for paying the fees, the fees will be refunded back to FNPf, NO REFUND WILL BE DONE TO STUDENTS.
- 1.5 The students who are paying fees in easy installments i.e monthly will not be liable for any refund if he/she chooses to withdraw before the term ends but will be liable to pay the full term fees.

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