

Withdrawal and Refund Policy

Before considering withdrawal from any program, learners are formally invited to a meeting with one of the school's advisers to check the main reasons for withdrawal.

All available alternatives and support will be presented during the meeting to facilitate learners' ability to complete his/her studies.

In case discussions assures learners' desire to withdraw or not being able to complete studies, a withdrawal and refund application has to be filled and being submitted to the finance department after official approvals to process learner's refund.

Withdrawal decision from a certain program could be due but not limited to one or more of the following:

- Learner's change in personal development plans.
- Failing to fulfill academic requirements.
- Force withdrawal due to being officially accused of misconduct that prevents the learner from pursuing his/her studies.
- Sudden leave from the country and lack of availability of online study to the same program.

Withdrawal process should be done officially by communicating to the school in person and by having all related documents signed and approved.

Any student whose registration is connected to visa issuing will be reported directly to the immigration department for cancellation.

Any fees incurred during the visa cancellation process will be deducted from the student's refund. Official withdrawal from any program will not give the student to sit for any exams or request for any certifications related to the program.

Based on the terms and conditions signed by the learner, he/she is entitled for refund upon withdrawal only based on this policy.

Refund percentage is calculated based on the following:		
2 Weeks Before	100 %	Cancellation/Withdrawal Refund Application Needed to Be Submitted & Supporting Payment Receipts
1 Week Before	75%	
Attending (< 10%) of the Classes	50%	

Attending (>10%< 20%) of the Classes	25%