

Withdrawal Policy

- All withdrawal requests must be submitted in writing (verbal requests not accepted).
- Written consent from parents/guardians is required for students under 18.
- All unpaid fees must be settled before withdrawal.
- Requires termination of the existing student contract.
- Refunds (if applicable) follow the Institute's Refund Policy and Standard Student Contract.
- Student's Pass must be cancelled after approval of withdrawal.

Withdrawal Procedure

1. Student Submits Request

- Fill out the Course Withdrawal Request Form and submit it to the School Operations Department.
- Provide supporting documents.
- Submit the Refund Request Form if applicable.

2. School Operations Department Meeting / Interview

- Meet / Interview with the student within 2 working days of receiving the request.
- Discuss withdrawal reasons and explore retention options.
- Explain withdrawal conditions:
 - Parental consent (if students under 18).
 - Voiding of current contract.
 - Cancellation of Student's Pass
 - Refund eligibility (if any)
- Document details in the Withdrawal Request Form

3. Approvals

- Management Team reviews and approves the withdrawal request.

4. Outcome Notification

- Issue an official letter approving or rejecting the withdrawal request.

5. Processing:

- Terminate the existing contract.
- Process refunds (if applicable).
- Cancel Student's Pass.
- Update FPS provider, and student management system.
- Maintain a masterlist of withdrawals.