

## **REFUND POLICY**

If a student terminates classes the following will apply:

- i) If a student terminates without prior written agreement with the college. He/she will be liable for the entire semester fee.
- ii) For a student taking a break, written approval should be obtained from the college and the maximum period permissible should not exceed a maximum of 6 months following immediate semester a student intends to take the break.
- iii) 50% of the fee will be refunded only if refund application is received by the accounts department at least 10 days before the scheduled starting date for the classes the student has registered for.
- iv) 100% refund will only occur if the institution cancels the course.
- v) Non attendance will not render the said fees un payable as long as the course was not cancelled by the institution.
- vi) The institution reserves the right to reject or accept any refund request.
- vii) If termination is based on medical grounds then a written confirmation will need to be obtained from a qualified and recognized medical doctor.

**\*Please allow 30 working days for the refund to be processed from the date of receipt of request.\***

## **CLASS ATTENDANCE**

Attend at least 90% of classes and participate in regularly scheduled & Guest lectures.

Inform the lecturer in advance if i cannot make it for class.

Exercise mature judgment in respecting the rights of fellow students and lecturers.

## **TESTS & MOCKS**

Write 100 % of all tests and Mock Exams

Write tests and mocks on time

Obtain at least a pass in one of the mocks.

***NONE COMPLIANCE OF THESE TERMS & CONDITIONS MAY RESULT IN THE DISMISSAL OF STUDENT.***