

4.3.1.1002	Refund Policy Part-time Student
------------	---------------------------------

The application fee is only valid for the school year of application; it cannot be transferred to a subsequent school year. Application fees paid for a student cannot under any circumstance be transferred or applied to another student’s account. Students who are not accepted for reasons not related to waitlists will not be refunded the application fee.

Refunds of fees are made according to the schedule below. Processing time for refund requests is 7 days.

Currently Attending and Withdrawing for Second Semester

Fee Type	Before Dec 1	After Dec 1
Yearly Application Fee	No Refund	No Refund
Semester Tuition Fees	No Refund	No Refund

New enrollment for current year

Fee Type	Withdrawal Notice before Acceptance Letter Received	Withdrawal Notice after Acceptance Letter
Yearly Application Fee	No Refund	No Refund

New enrollment for current year

Fee Type	From 1 st Day of 1 st Semester	From 1 st Day of 2 nd Semester
Semester Tuition Fees	No Refund	No Refund

OTHER REFUND SITUATIONS AS STIPULATED IN THE CONTRACT

Refund for Withdrawal Due to Non-Delivery of Course:

ICS will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date
- (ii) It terminates the Course before the Course Commencement Date
- (iii) It does not complete the Course by the Course Completion Date
- (iv) It terminates the Course before the Course Completion Date
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organization stated in contract schedule A within any stipulated timeline set by CPE
- (vi) The Student’s Pass application is rejected by the Immigration and Checkpoints Authority

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated above (in Refund for Withdrawal Due to Non-Delivery of Course), ICS will, within seven (7) working days of receiving the Student’s written notice of withdrawal, refund to the Student an amount based on the refund table shown above.

Refund During Cooling-Off Period:

ICS will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Student will be refunded the highest percentage (in

the table above) of the fees already paid if the Student submits a written notice of withdrawal to ICS within the cooling-off period, regardless of whether the Student has started the course or not.

Rationale:

This policy forms an integral part of the Admissions and Enrollment Policies and Procedures for ICS and is in accordance with the ICS – Student Contract as approved by the Council for Private Education.

CHANGE HISTORY
Process Owner: Director of Advancement
Approving Authority: Business Manager

Version	Description of Change	Effective Date	Location of Change Approval
1	Initial Release	17 Mar 2020	Admin meeting minute for 17 Mar 2020
2	Updated process owner from admissions director to advancement director	29 Jul 2020	Admin meeting minutes 29 Jul 2020