

## Withdrawal from the Academy and Refund Policy

1. Definition of Withdrawal from the Academy is to withdraw from a programme of study pursued in EDUVO Academy.
2. Students who wish to withdraw from the Academy are required to present a formal written letter to Student Affairs Department.
3. The withdrawal request will only be processed after Academy received the written formal letter. The Academy may take up to 5 working days to complete the withdrawal process.
4. The student must return his/her student card and any property that belongs to the Academy. The student is responsible for the replacement cost of any Academy property lost or damaged by him/her.
5. All outstanding fees of official charges must be settled in full before the application for withdrawal can be approved.
6. Any amount to be refunded will be paid via bank transfer or cheque only and will be refunded in 30 days right after the application for withdrawal.
7. The refund of paid tuition fee is based on the following conditions:

Type of Fees	Percentage of Refund		
	Deferment of Study/Withdrawal of Course/Terminated by the University		New Students who reject the offer before the beginning of the Semester/Registration
	Within 15 Days of the commencement of semester	After 15 Days of the commencement of semester	
Registration	Non-Refundable	Non-Refundable	Non-Refundable
Maintenance Fund	Non-Refundable	Non-Refundable	Non-Refundable
Toolbox	Non-Refundable	Non-Refundable	Non-Refundable
Promotional Gift	Non-Refundable	Non-Refundable	Non-Refundable
Tuition	50%	Non-Refundable	70%
Accommodation	50%	Non-Refundable	70%