

**Refund for Withdrawal Due to Non-Delivery of Course:**

The School 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 organisation stated in the Standard PEI-Student Contract – Schedule A within any stipulated timeline set by CPE; **or**
- VI. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

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.

(The School has the right to cancel a course if the number of students is insufficient or under any unforeseen circumstances which are out of control. In such cases, the student is entitled to a refund which will be paid within seven (7) working days of the entire Course Fees and Miscellaneous Fees already paid.)

**Refund for Withdrawal Due to Other Reasons:**

If the Student withdraws from the Course for any reason other than those stated above, the School will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the table in Schedule D.

Schedule D:

% of [the amount of fees paid]	If Student's written notice of withdrawal is received
[80%]	<b>("Maximum Refund")</b> More than [30] days before the Course Commencement Date
[70%]	Before, but not more than [30] days before the Course Commencement Date
[0%]	After the Course Commencement Date

\* Application fee is non-refundable.

\* A student, who transfer from the course to another course within the School shall, for the purpose of this, be deemed terminated from the course. Therefore, the refund policy applies.

**Refund During Cooling-Off Period:**

The School 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 (stated in Schedule D) of the fees already paid if the Student submits a written notice of withdrawal to the School within the cooling-off period, regardless of whether the Student has started the course or not.

**Refund for Excess Payment**

If a student is found to have paid more than the required amount, a notice will be send to the student to inform him of the excess amount and to collect the refund for the excess amount received within (7) working days.

**退款政策****Refund for Withdrawal Due to Non-Delivery of Course:**

如发生以下任何一种情况, 学院将在三 (3) 个工作日内通知学生

- I. 无法在开课日期开课;
- II. 在开课日期之前终止课程;
- III. 无法在结业日期完成课程;
- IV. 在结业日期之前终止课程;
- V. 没有确保学生在 CPE 规定的期限内符合学院在合同中列明的课程入学要求 **或者**
- VI. 学生准证申请被新加坡移民与关卡局 (ICA) 拒签

学院应以书面形式通知学生关于其他就读安排。如果学生决定退学, 学院也应在通知学生相关情况后七 (7) 个工作日内向学生退还已交的全额学费和杂费。

(如果学生人数不够或是在无法控制和预知的情况下, 学院有权取消课程。但是学院会在七 (7) 个工作日内退还已交的全额学费和杂费给学生。)

**Refund for Withdrawal Due to Other Reasons:**

如果学生因其他理由要求退学, 学院应在收到学生书面退学通知后的七 (7) 个工作日内向学生退还以下费用:

％的【费用的支付金额】	若已收到学生书面退学通知
[80%]	(以下称“ <b>最高退费</b> ”) 早于开课日期之前 30 日
[70%]	在开课日期之前, 但不早于开课日期之前 30 日
[0%]	在开课日期之后

\*申请费将不予退还。

\* 学生如转换课程, 相当于从该课程退出。有关退费事宜, 按照学院的退费政策执行。

**冷静期内退款**

在签署标准 PEI-学生合同之后, 学院将为学生提供[7]工作日冷静期。

在这(7)天冷静期内, 不论学生是否已上课, 如果学生向学院提交书面退学通知, 均可获得已交学费的最高退费金额。

**退还超额支付**

如果学生付了多余的学费, 学院将在收到学费后给予学生书面通知并在(7)个工作日内退还多余的学费。