



WITHDRAWAL / REFUND POLICIES

TUITION FEES

When students withdraw from a programme and there is no outstanding fee balance, the following is applicable:

- ❖ A percentage of their tuition fee is refundable. This percentage is determined by the withdrawal date (*the date at which the withdrawal form has been completed and returned to the Admissions & Registration Department*).

PERCENTAGE BREAKDOWN:-

- Prior to the first day of the semester **100%**
 - Before two (2) completed weeks **75%**
 - **No refund is applicable thereafter**
- ❖ Other fees (student council & insurance) are not refundable after the first day of class.
 - ❖ Registration fee is non refundable.
 - ❖ A student dismissed or suspended by the Institute for disciplinary or other reasons (e.g. performance) will not be refunded.

RESIDENCE HALLS

Students withdrawing from the residence hall will be refunded as follows:-

- Prior to the first day of semester **100%**
- **No refund is applicable thereafter**

RENTAL PAYMENT

- ❖ Failure to pay monthly rent by the **7th day** of each month **will result in eviction.**

CUSTODIAL FEE

- ❖ Will be refunded when the key(s) are returned to the Admissions & Registration Department.
- ❖ If key(s) are not returned within **one (1) week** of the check out date or the close of the semester, your \$ 30.00 deposit will be **forfeited.**



WITHDRAWAL FORM

DATE OF WITHDRAWAL: _____

STUDENT SURNAME: _____

OTHER NAME: _____

STUDENT ID: _____

PROGRAMME OF STUDY: _____

REASON FOR WITHDRAWAL:

FOR OFFICAL USE ONLY

STUDENTS SIGNATURE _____

REGISTRAR WITHDRAWAL DATE _____

APPROVED: _____
REGISTRAR

NB

- This Withdrawal Form above must be completed by students desirous of withdrawing from a program.
- The original Withdrawal Form must be returned to the Admission & Registration Department.
- The official withdrawal date will be the Registrar’s withdrawal date (See above).
- Student’s who withdraw must return their ID cards in order to be refunded their caution fee of Four Hundred Dollars (\$ 400.00).
- Non attendance of classes does not constitute withdrawal.