

CAREER DREAMS CENTRE

DOCUMENT TITLE: Fee Refund	
ISSUING DEP: CDC Management	APPLIES TO: all students, Academic Registrar, Admissions Officer, Bursar, Principal
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STATEMENT

Career Dreams Centre recognizes the fact that circumstance may change and that a student might need to withdraw from the course. The college is prepared to refund some fees as outlined in this document. However, where a student has been dismissed, the option of refund may not apply.

1 – POLICY

- 1.1 The total college fees for studying a course consists of the application fee, the course fee and the examination fee.
- 1.2 Application fees and examination fees are non-refundable at all.
- 1.3 Refund is only available if the course fee has been paid in full in advance; details on the procedures are outlined further below in this document.
- 1.4 There is no refund if the fees are paid in instalments.
- 1.5 All notices of withdrawal must be given in writing to the Academic Registrar / Admissions Officer. Verbal announcements will not be accepted.
- 1.6 The Academic Registrar / Admissions Officer will confirm the receipt of the withdrawal notice and liaises with the Bursar.
- 1.7 All requests for refund must be approved by the Principal.
- 1.8 If the college changes the starting date of a course after admitting and registering a student, full refund of the application and course fees will be given in case of the new date not being suitable to the student.
- 1.9 Refunds will be processed after 14 days of confirming the acceptance of the withdrawal.
- 1.10 Refunds will be paid between within a month of the acceptance of the withdrawal by cheque.
- 1.11 If the student has been dismissed due to gross misconduct of his/her personal behavior as described in the student code of conduct and academic integrity policies, no refund will be given.
- 1.12 If the student has been dismissed based on any form of illegal behavior as described in the student code of conduct, no refund will be given.
- 1.13 If a student fails the assessments, test and/or exams, no refund will be given.
- 1.14 Each student must submit a singed copy of this refund policy upon submitting the application for admission.

2 – REFUND PRIOR TO THE COURSE START

- 2.1 If the notice of withdrawal is given 7 (seven) days or more before the registered course starting date, the college will retain 15% of the course fee and refund 85%.
- 2.2 If the notice is given less than 7 (seven) days before the registered course starting date, the college will retain 30% of the course fee and refund 70%.

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3 – REFUND AFTER THE COURSE START

3.1 The refund is calculated based on the elapsed time of the course as follows.

3.2 If notice is given within the first 10% of the course duration, the college will retain 30% of the course fee and refund 70%.

3.3 If notice is given within 10 to 30 % of the course duration, the college will retain 50% of the course fee and refund 50%.

3.4 If notice is given after 50% of the course duration, no refund will be given.

4 – POSTPONEMENT OF COURSE START

4.1 If a student wishes to postpone his/her studies, he/she can do so by providing a written notice no later than 8 (eight) days before the scheduled course start. The application and course fee can be transferred to a later course that starts within the same academic year.

4.2 If the student gives notice less than 7 days prior to course start, section 2 as outlined above applies.

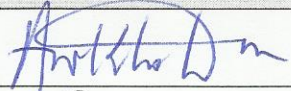
5 – FOREIGN STUDENTS ON VISA

5.1 If a student is unable to begin his/her studies due to the visa being denied, the college will retain 15% of the course fee provided that the student notifies the college in writing latest a day before course start. The student must also submit a copy of the official rejection letter. However, the student is advised to apply the postponement rule and try to defer the course to a later time.

5.2 If the student has withdrawn or is dismissed, Career Dreams Centre may be required to inform relevant Immigration Authorities on the discontinuation of the studies.

Signature & Date of Applicant: _____

Signature & Date of Sponsor/Parent: _____

Approvals	Name	Designation	Signature
1 st Approval	Adrian Ntombo Kholi	Principal	
2 nd Approval	Kenneth K. Karanja	Managing Director	