

## Fee Refund Policy

SIC has a transparent and fair refund policy for all fee payment made. The company honours the refund policies promptly within the stipulated time frame and conditions. Our refund policy is highlighted in Standard Student Contract; our Student Handbook and also can be found on the school's website.

All refund requests must be processed within 7 working days. The refund policy clearly stipulates time frame(s) and conditions and must be evidently communicated to students via the following modes and medias such as:

- The Standard Student Contract,
- Student Handbook, and
- School website

Records of refund granted must be kept and made available as and when required by CPE and/or relevant governmental agencies.

The refund policy stipulates as follows:

S/No.	If Student's written notice of withdrawal is received	% of the Tuition Fees
1	Application for student pass rejected	100% of Tuition fee 50% of International student fee (if applicable)
2	Course cancelled prior to commencement of class	100% of Tuition fee
3	Course cancelled by school after commencement of class	100% of Tuition fee
4	If written withdrawal notice is received more than 14 days prior to the commencement of class	30% of Tuition fees
5	If written withdrawal notice received less than 14 days prior to the commencement of class	No refund
6	If written withdrawal notice received after the commencement of the class	No refund
7	Student Pass cancelled by ICA	No refund
8	Student Pass transfer to another school	No refund
9	Student suspended or expelled due to misconduct	No refund