

## WITHDRAWALS (REFUND)

**14.1** The withdrawal policy exists to safeguard and guide students in case of a withdrawal request. Withdrawal requests may be processed for a module(s), or an entire semester. The deadlines below are to be adhered to if a full or partial refund is to be processed.

### 14.1.1 Withdrawal processing fee

- P500 per module
- P1,500 per semester

### 14.2 Withdrawal (refund) schedule

	Before week 2	Before week 4	After week 4
Action	100% refund	50% refund	No refund
Transcript decision	NIL	NIL	“W” withdrawal

14.2.1 Module(s) withdrawn before *week 2* will incur no additional charge.

14.2.2 Module(s) withdrawn after *week 2* will incur a processing fee of P500 per module.

14.2.3 Module(s) withdrawn after *week 4* will incur a processing fee of P500 and will NOT be deleted from your record (NIL).

14.2.4 Withdrawal requests made within thirty (30) days of the examination period will NOT be processed.

### 14.3 Charges that may affect you

14.3.1 Students should make an enquiry to ensure no library fees or fines are outstanding.

### 14.4 Valid supporting documentation

14.4.1 Withdrawal requests made after *week 4* with valid supporting documentation will be assessed on an individual basis.

14.4.2 A “W” will be recorded in the transcript if a withdrawal request is approved. Extensive evidence of inability to continue the module or semester must be provided (e.g. chronic illness) for a withdrawal request to be approved.

14.4.3 Approved withdrawals processed during the *refund* period will require proof of payment of the module(s).