

Withdraw Policy:

When the learner gives written notice of his intention to withdraw using NIC 023 Withdrawal Request Form, the counter staff hands the completed request form to admin staff, who will talk to the learner to find out why he wants to withdraw. NIC 023 requires the signature of the learner.

Appeal Policy:

Learners who have not passed their assessment may submit an appeal for review of results using NIC 037 Results Appeal Form through the Admin staff giving their reasons. (This appeal must be submitted within 1 day after the completion of the assessment).

Refund Policy:

If the Learners written notice of withdrawal is received:	% of the refund
Withdraw before the first class starts	100 % refund
Withdraw after the first class starts	0% refund