

# REFUND POLICY

KBA Training Centre Pte Ltd has put in place a refund policy to protect learners; and they are entitled to immediately withdraw from the course in the event of any of the under-mentioned situations:

(a)	fails, for any reason, to commence the Course on the Commencement Date;
(b)	fails, for any reason, to complete the Course by the Completion Date;
(c)	terminates the Course for any reason prior to the completion of the Course.

## Withdrawal without Cause and Refunds

Where the learner withdraws from the Course for any reason other than those set out in the Conditions for Withdrawal from Course, KBA Training Centre Pte Ltd shall after receiving the learner's written notice of withdrawal; (and in any event no more than fourteen (14) working days after receiving such notice) refund to the Learner the sum of:

% of program tuition fees to be refunded	If learner's written notice of withdrawal is received
100%	More than 14 days prior to commencement of the course – full refund of deposit less 15% of administration fee
50%	Less than 14 days prior to commencement of the course.
0%	Less than 7 days prior to commencement of the course

% of program tuition fees to be refunded	Circumstances / Reasons
100%	Medical reason; but subject to medical report from approved General Practitioner
0%	<ul style="list-style-type: none"> <li>- Learner do not able to meet required Safety and Competency requirements.</li> <li>- Decides not to continue with training</li> </ul>

However all requests pertaining to fee refund matters are subject to the final approval of our Director of Training Centre.