

Withdrawal Policy

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal or can fill the withdrawal form of EduGlobal College and submit it to the on-site administrator or SEA. Refunds are calculated according to EduGlobal College's Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund as per PTA policy manual guidelines. A copy of the denial letter must be provided to EduGlobal College prior to the program start date.

Procedure:

1. When a student wishes to withdraw from a program, he/she needs to put this in writing and deliver it to the Senior Educational Administrator stating the reason for withdrawal. Students can fill the withdrawal form available at EduGlobal College reception desk.
2. The Senior Educational Administrator will arrange to meet with the student to discuss it and make a decision within 5 school days of receiving the student's written request, or as soon as practicable.
3. Reason of withdrawal is discussed with the student in order to address student concerns, if no common ground is reached, student will be granted withdrawal and refund will be issued as per refund policy of EduGlobal College.
4. Refunds are calculated according to EduGlobal College Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.
5. All communication related to student withdrawal will be kept in the student file.