


Refund Policy

- (a) 50% Refund - more than [30] working days before the Course Commencement Date
- (b) 5% Refund - on or before, but not more than [30] working days before the Course Commencement Date
- (c) 0% Refund - after, but not more than [1] working days after the Course Commencement Date
- (d) 0% Refund - more than [1] working days after the Course Commencement Date

Refund Request Form

REFUND FORM (VERSION1.0)		
Refundee information		
Name		
Identification number		
Contact number		
Address		
Refundee Course information		
Course enrolled		
Date of course		
Name of trainer		
Name of assessor		
Refundee information		
Cause of refund and reasons		
Bank Particular:	Name of Bank: Account no: Bank Code: Full Name of account holder:	
<hr style="border-top: 1px dashed black;"/>		
Course of action		
Is refunded entitled to the refund	Yes	No
	Approved: Morrie Hoon	Approved: Roger Lee