

1 REFUND POLICY

1.1 Notification and Arrangement

LASALLE shall inform the Student immediately within three (3) working days if

- (i) It fails, for any reason, to commence the Course on the Course Commencement Date;
- (ii) It terminates the Course, for any reason, prior to the Course Commencement Date;
- (iii) It fails, for any reason, to complete the Course by the Course Completion Date;
- (iv) It terminates the Course, for any reason, prior to Course Completion Date; or
- (v) The Student's Pass application is rejected by Immigration and Checkpoint Authority (ICA).

LASALLE shall, within seven (7) working days of notifying the Student in writing of above circumstances (i) to (iv), provide the Student with information and details of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.

1.2 Withdrawal for Cause:

The Student shall be entitled to immediately withdraw from the Course by giving proper and complete written notice to LASALLE of his/her intention to do so if LASALLE is in breach of any of its obligations under this Agreement or fails to perform its obligation(s) under the circumstances in Clause 1.1 (i) to (iv).

1.3 Refunds for Withdrawal for Cause:

For circumstances under Clause 1.1, LASALLE shall, within seven (7) working days after notifying the Student, refund to the Student:

- (i) The entire amount of the Course Fees.

LASALLE shall also, as soon as practicable after receiving the Student's notice of withdrawal under Clause 1.2 (and in any event no later than seven (7) working days after receiving such notice) refund to the Student the amounts stated in this Clause 1.3.

1.4 Refunds for Withdrawal Without Cause:

Where the Student withdraws from the Course for any reason other than those set out in Clause 1, LASALLE shall, as soon as practicable after receiving the Student's proper and complete written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Student the following sums: (less any applicable bank administrative charges properly paid/payable)

If Student's written notice of withdrawal is received	% the aggregate amount of the fees paid
("Maximum Refund") Within the cooling-off period of 7 working days after signing the agreement (<i>applicable to new students</i>)	95%
After the cooling-off period of 7-working days and before course commencement date (<i>applicable to new students</i>)	90%
On/ Before school fee payment deadline (<i>applicable to all students</i>)	90%
After school fee payment deadline (<i>applicable to all students</i>)	0%

Refund Due to Other Circumstances

Reason for withdrawal	% the aggregate amount of the fees paid
Withdrawal due to rejection of ICA pass	100%
Withdrawal due to conditional offer not being met after 10 working days from course commencement date. (Students unable to meet conditions set for course entry.)	85%
Deemed withdrawal due to transfer to another program (Refunds will be transferred to the new program only. No cash refunds will be provided unless fees for new program have already been paid.)	100%
Termination of student as a result of disciplinary action due to plagiarism or vandalism, academic failure, poor/non-attendance of classes	0%
Intermission of studies - On/ Before school fee payment deadline - After school fee payment deadline	90% 0%
Overpayment as a result of CPF deductions (<i>Monies that are overpaid will be credited back into the CPF account holders. No payments will be made directly to them</i>)	100%

1.5 Cooling-Off Period

LASALLE shall provide the Student with a cooling-off period of 7 working days after signing their Agreement. Within these 7 days and regardless whether the Course Commencement Date has passed, the Student can submit a proper and complete written notice of withdrawal to LASALLE and receive the Maximum Refund amount stipulated by LASALLE under Clause 1.4 (less any Course Fees consumed by the Student if the withdrawal date is later than the Course Commencement Date and the Student has started the Course, any LASALLE administrative charges and any applicable bank administrative charges properly paid/payable). Any dispute in respect of how much Course Fees have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through the CPE Student Services Centre and only in respect of such decision, the decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) shall be final and binding on all parties.

1.6 Deemed Withdrawal:

A Student who transfers from the Course to another course with LASALLE shall, be deemed to have withdrawn from the Course and the provisions of Clause 1.4 shall apply save as otherwise agreed between LASALLE and the Student.

1.7 Change of Course:

Further to Clause 1.6, a fresh LASALLE -Student Contract under this format shall be executed between LASALLE and the Student for any change of Course, whether with the same LASALLE or otherwise.