

# FEES COLLECTION & REFUND POLICY

- 1) Registration fees paid are not refundable or transferable.
- 2) All fees paid are neither refundable nor transferable, except where written approval is issued by the Registrar's Office. An administrative charge of RM200 will be imposed for refund application. The amount of fees refundable is subject to the following circumstances:
  - 2.1) An offer of a placement is withdrawn by Bostonweb College or the College is unable to provide the course registered for.
  - 2.2) If the offer, however, was made on the basis of incorrect or incomplete information provided by the applicant, the College reserves the right to retain 10% of the tuition fees paid for the first semester.
  - 2.3) A student fails to progress to the next semester or level and is consequently not allowed to re-enroll, if the fees for the subsequent semester or level have been paid in advance.
  - 2.4) Unable to obtain student visa (applicable to international students only).
  - 2.5) Illness or disability as certified by doctor.
- 3) However, if a student is required to leave the program due to call-up for National Service, he/she will be eligible for:
  - 3.1) Full refund of tuition fees (except registration fee) if he/she withdraws before the commencement date of the semester.
  - 3.2) No refund of all fees will be paid if he/she withdraws 30 days after the commencement date of the semester.
  - 3.3) All unutilised fees paid will be brought to following semester if student chooses to continue the program after the National Service (Local Students only).
- 4) Partial refunds are applicable under the following circumstances:
  - 4.1) A student, withdrawing from a program enrolled at Bostonweb College, shall be refunded 100% of the tuition fees, provided written notice from student is received by Registrar at least 14 days before commencement of the semester.
  - 4.2) In the event that written notice for withdrawal of a program is received less than 14 days after commencement of the semester, the refund is 50% of the tuition fees.
  - 4.3) There will be no refund of tuition fees once the semester has commenced, more than 30 days regardless of whether the student attends classes or not.
- 5) Any deposit shall be refunded to students who have completed their program and do not have any outstanding amounts owed to Bostonweb College. The College reserves the right to recover any outstanding amount owed by the student should the deposit be insufficient to cover the sum involved. The Finance Division, on a case-by-case basis may consider, apart from the above, fee refunds arising from exceptional circumstances on the recommendation of the Registrar Office.
- 6) An administrative charge of RM200 will be imposed for inter-program transfer except when the transfer is carried out before the semester commences.

## Student's Declaration

I have read, understood and willingly accepted all the clauses stated in the agreement.

Understand the above matter

Witness by

.....  
Name/Date:

.....  
Name/Date:

NRIC/Passport no:

NRIC/Passport no: