



REFUND POLICY

Students, who transfer or withdraw from a course at different points in time, are subject to the following refund policies. (references are made to the Standard Student Contract.)

2.1 Withdrawal for Cause: The Student shall be entitled to immediately withdraw from the Course by giving written notice ASE of his/her intention to do so under the following circumstances:

- ♣ ASE fails, for any reason, to commence the Course on the Commencement Date;
- ♣ ASE fails, for any reason, to complete the Course by the Completion Date;
- ♣ ASE terminates the Course for any reason prior to the completion of the Course;
- ♣ ASE is in material breach of its obligations under this Agreement

2.2 Refunds for Withdrawal for Cause: ASE shall, as soon as practicable after receiving the Student's notice of withdrawal under Clause 2.1 (and in any event no more than 14 days after receiving such notice) refund to the Student the entire amount of Tuition Fees.

2.3 Withdrawal Without Cause and Refunds: Where the Student withdraws from the Course for any reason other than those set out in Clause 2.1 or Clause 7, the PEO shall, subject to Clause 2.5, as soon as practicable after receiving the Student's written notice of withdrawal (and in any event no more than fourteen (14) working days after receiving such notice) refund to the Student as follow:

2.4 Deemed Withdrawal: A Student who transfers from the Course to another course with ASE shall, for the purposes of this Clause 2, be deemed to have withdrawn from the Course and the provisions of Clause 2.3 shall apply save as otherwise agreed between ASE and the Student

2.5 No Double Claim: For the avoidance of doubt, if the Student and/or his/her parent/guardian receives any payment from ASE or the Escrow Bank/NTUC Income Insurance Co-operative Limited* pursuant to a provision of this Agreement or the Master Escrow Agreement/Master Insurance Policy* in respect of any matter or damage, then the Student and his/her parent/guardian shall not be entitled to claim against ASE or the Escrow Bank/NTUC Income Insurance Co-operative Limited* for the same payment in respect of the same matter or damage pursuant to any other provision of this Agreement or the Master Escrow Agreement/Master Insurance Policy*.

2.6 Student's Pass Non-Transferable: The Student's Pass issued is not transferable and will expire upon Student ceasing to be a student of ASE. ASE is under an obligation to inform the ICA of the Student's withdrawal from, or completion of his/her course of study at ASE, and the Student shall deliver to ASE., within [3] days of the Student ceasing to be a student of ASE, the passport and Student's Pass of the Student for cancellation of the Student's Pass



REFUND_TUITION FEE

% of [the aggregate amount of the Course Fees]	If Student's written notice of withdrawal is received
[100]	More than [14] days before the Commencement Date
[70]	Less than [14] days before the Commencement Date, but more than [7] days before the Commencement Date
[50]	Before, but not more than [7] days before the Commencement Date
[25]	More than [3] days after the Commencement Date, but not more than [7] days after the Commencement Date
[0]	More than [7] days after the Commencement Date

REFUND_NON TUITION FEE

Non Tuition Fee	% of [the aggregate amount of the Non-Tuition Fee]	If Student's written notice of withdrawal is received
Text Fee	[100]	More than [3] days before the Commencement Date
	[50]	Less than [3] days before the Commencement Date
	[0]	Once class commences
Registration Fee	[0]	One time payment and non refundable
Student Pass Admin Fee	[100]	If application is yet to be submitted to ICA
	[0]	If application has been submitted to ICA
School Sponsor Fee	[100]	If application is yet to be submitted to ICA
	[0]	If application has been submitted to ICA and ASE has acted as Student's Sponsor
Accommodation Placement	[100]	If accommodation has NOT been sourced
	[0]	If accommodation has been sourced
Airport Pickup (Peak & Non-peak hours)	[100]	If student has yet to arrive in Singapore
	[0]	If student has already been picked up by ASE personnel
Bank Transaction Fee	[100]	If Student Escrow Confirmation has yet been submitted to DBS
	[0]	If Student Escrow Confirmation has been submitted to DBS