

University of Vocational Technology

Fee Refund Policy

1. Under no circumstances is Registration fee refunded.
2. Seventy five per cent (75%) of all nonrefundable fees is payable if the student withdraws his or her registration within a month from the date of registration.
3. In deferment of registration, all non-refundable fees that have already been paid are counted when the fees are calculated at the resumption of studies. (the fees applicable to succeeding academic year will be effective, and the student shall pay any difference to meet any new fees in the succeeding year.
4. When transferring from a fee levying course to a non-fee levying course, no refund is payable. (When transferring from a non-fee levying course to a fee levying course, all applicable fees for the whole semester should be paid).
5. Any other circumstance that has not been clarified by this policy is considered by the Academic Council on case by case basis, and decisions cannot be considered as precedence at subsequent cases.

The Refund Procedure

1. The student hands over the form/letter of request to Student Services Division, and it sends it (day-stamped document) to the respective Dean through the Head of the Programme/ Department. The date the student hands over the request letter/form to the Student Services Division is considered as the valid date of request.
2. The Dean tables it to the Faculty Board for its observations.
3. The Dean tables the request to the Academic Council with the observations of the Faculty Board.
4. The Academic Council takes the decision as per the Refund Policy, or when the policy does not provide for any possible special situation takes the decision accordingly.
5. The decision of the Academic Council is conveyed formally by the Assistant Registrar after confirmation of the minutes to the student and Accounts Division or Student Services Division as applicable.