



MALBAG INTERNATIONAL TRAINING COLLEGE Examination Policy		No. of Pages: 4	
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Withdrawal and Refund Policy

1. Introduction

1.1. Background

Malbag International Training College (MITC) is dedicated to providing quality education and training in the healthcare sector. In adherence to our commitment to transparency and fairness, this Withdrawal and Refund Policy has been formulated to guide students and staff through the withdrawal process and ensure equitable treatment for all parties involved.

1.2. Scope

This policy applies to all students enrolled in programs offered by Malbag International Training College.

1.3. Rationale

The purpose of this policy is to establish clear guidelines regarding withdrawal and refund procedures to uphold fairness, transparency, and consistency within our institution.

1.4. Policy Statement

Malbag International Training College recognizes that circumstances may arise that necessitate students to withdraw from their courses. In such instances, the college aims to facilitate a seamless withdrawal process and provide refunds in accordance with the outlined procedures.

1.5. Policy Guiding Principle

Our guiding principle is to balance the needs of students with the operational requirements of the college, ensuring fairness, transparency, and consistent application of policies throughout the withdrawal and refund processes.



2. Definitions

2.1. Withdrawal

Withdrawal refers to the formal process by which a student voluntarily discontinues their enrollment in a course or program at Malbag International Training College. This process typically involves submitting a written request to the College Registrar or designated staff member indicating the student's intention to withdraw.

2.2. Refund

A refund is a reimbursement of tuition fees and/or mandatory fees paid by a student to Malbag International Training College for a course or program from which they have officially withdrawn. Refunds are typically issued in accordance with the college's refund schedule and policy guidelines.

2.3. Effective Date of Withdrawal

The effective date of withdrawal is the date on which the College Registrar or designated staff member receives the student's written withdrawal request. This date is used to determine the refund amount and any applicable deadlines or obligations related to the withdrawal process.

2.4. Tuition Fees

Tuition fees refer to the charges assessed by Malbag International Training College for instruction and academic services provided to students enrolled in courses or programs. Tuition fees may vary depending on factors such as the program of study, course load, and residency status of the student.

2.5. Mandatory Fees

Mandatory fees are additional charges imposed by Malbag International Training College to cover specific services or facilities that are deemed essential for all students, regardless of their individual course of study. Examples of mandatory fees may include technology fees, facility fees, or student activity fees.



2.6. Financial Aid

Financial aid refers to financial assistance provided to students to help cover the cost of education and related expenses. Financial aid may include grants, scholarships, loans, or work-study opportunities, and is typically awarded based on factors such as financial need, academic merit, or specific eligibility criteria.

2.7. College Registrar

The College Registrar is the designated administrative officer responsible for maintaining student records, managing course registration, and overseeing academic policies and procedures at Malbag International Training College. The College Registrar or designated staff member is typically responsible for processing withdrawal requests and facilitating the refund process.

2.8. Exit Interview

An exit interview is a voluntary meeting between a student and their program director or designated staff member to discuss the student's reasons for withdrawal and provide feedback on their experience at Malbag International Training College. Exit interviews may also serve as an opportunity for students to seek guidance or support for future educational or career plans.

3. Procedures

3.1. Types of Withdrawals

3.1.1. Voluntary Withdrawal: A voluntary withdrawal occurs when a student initiates the withdrawal process themselves.

3.1.2. Administrative Withdrawal

3.1.3. An administrative withdrawal may occur due to circumstances such as:

3.1.3.1. Non-payment of fees,

3.1.3.2. Academic misconduct,



3.1.3.3. Failure to meet enrollment requirements

3.1.4. **Absence-Based Withdrawal:** If a student fails to attend class or clinical placement for more than 15 consecutive days without any leave of absence or communication, they may be subject to an absence-based withdrawal.

3.1.5. The college reserves the right to administratively withdraw a student in such cases.

3.2. Withdrawal Procedure

3.2.1. **Notification:** When a student decides to withdraw from a course or program at Malbag International Training College (MITC), they must formally notify the College Registrar.

This notification should be in writing and include the following details:

3.2.1.1. Student's full name

3.2.1.2. Program name (if applicable)

3.2.1.3. Course name(s)

3.2.1.4. Effective date of withdrawal

3.3. **Submission of Written Request:** The written withdrawal request should be submitted to the College Registrar's Office either in person or via email. It is essential that the request is received by the Registrar's Office to initiate the withdrawal process.

3.4. **Reason for Withdrawal:** While not mandatory, students are encouraged to provide a brief explanation of their reasons for withdrawal. This information can help the college improve its programs and services and may also assist students in future academic endeavors.

3.5. **Confirmation of Receipt:** Upon receiving the withdrawal request, the College Registrar's Office will acknowledge receipt of the request to the student via email or in person. This confirmation serves as documentation of the student's intent to withdraw and marks the beginning of the withdrawal process.



4. Refund Procedure

4.1. Malbag International Training College (MITC) follows a structured refund procedure to ensure timely processing and accurate calculation of refunds for students who withdraw from their courses.

Below are the detailed steps involved in the refund process:

4.2. Date of Withdrawal Determination

Upon receiving the written withdrawal request from the student, the College Registrar or designated staff member will review the request to determine the date of withdrawal. The date of withdrawal is crucial as it will be used to calculate the refund amount according to the college's refund schedule.

4.3. Refund Calculation

Refund amounts are calculated based on the date of withdrawal and the college's refund schedule, which is outlined in the student handbook. The refund schedule typically includes different refund percentages based on the timing of the withdrawal, such as before the start of the course, within the first week of classes, or after the first week of classes.

4.4. Tuition and Fees Consideration

Refunds are applicable to tuition fees and mandatory fees only. Additional charges such as course materials, lab fees, or administrative fees may not be refundable. It is important for students to review the breakdown of fees and understand which components are eligible for refund.



4.5. Financial Aid Impact

Students who receive financial aid should be aware that withdrawing from a course or program may impact their financial aid eligibility. Before initiating the withdrawal process, students are encouraged to consult with the College's Financial Aid Office to understand the potential impact on their financial aid status.

4.6. Refund Processing Timeframe

Refunds will be processed within a specified timeframe, typically [number of days] days, from the date the withdrawal request is received by the College Registrar. The College Registrar or designated staff member will communicate the expected timeframe for refund processing to the student upon acknowledgment of the withdrawal request.

4.7. Notification of Refund Status

Once the refund has been processed, the College Registrar or designated staff member will notify the student via email or written confirmation regarding the status of the refund. The notification will include details such as the refund amount, method of refund (e.g., direct deposit, check), and any additional information relevant to the refund.

4.8. Resolution of Outstanding Obligations

Before a refund can be processed, any outstanding financial obligations owed to the college must be settled. This may include unpaid tuition fees, library fines, or other outstanding charges. Students are required to clear all outstanding obligations before the refund can be issued.

4.9. Follow-Up and Assistance

If students have any questions or concerns regarding the refund process, they are encouraged to contact the College Registrar's Office for assistance. The College Registrar or designated staff member will provide support and guidance to ensure a smooth and efficient refund process for the student.



5. Roles and Responsibilities

5.1. Students

It is the responsibility of students to adhere to the withdrawal procedures outlined in this policy and provide accurate information to the college administration.

5.2. Administrative Staff

Administrative staff are responsible for processing withdrawal requests and refunds in accordance with this policy and providing assistance to students as needed.

6. Refund Policy

6.1. The amount of tuition and fees refunded to a student who withdraws will depend on the date the College receives the student's written withdrawal request.

6.2. Refunds will be calculated based on the following schedule:

6.2.1. Before Course Start: A full refund of all tuition and fees will be issued.

6.2.2. Within the First Week of Classes: A 90% refund of tuition and fees will be issued.

6.2.3. After the First Week of Classes: No refund of tuition and fees will be issued.

6.3. This refund policy applies to tuition and mandatory fees only. Additional course materials or lab fees may not be refundable.

6.4. Any cancellations after this period are transferable to a future scheduled class, not to exceed 2 quarters from the original enrollment date.

6.5. No refunds will be given for non-attendance, failure of class, termination from the program, or any other violation of student responsibilities and expectations.



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6.6. Students who are financially aided should be aware that withdrawing from a course or program may impact their financial aid eligibility. Students are encouraged to consult with the College's Financial Aid Office before withdrawing.

6.7. Any outstanding financial obligations (e.g., library fines) must be settled before a refund can be processed.

7. Deadlines and Requirements

7.1. To be eligible for a refund, students must submit their written withdrawal request by the deadlines outlined above.

7.2. Failure to officially withdraw by submitting a written request will result in the student being financially responsible for the entire cost of the course or program.

7.3. Students who stop attending classes without officially withdrawing will be considered unofficially withdrawn and will not be eligible for a refund.

8. Consequences

8.1. Failure to adhere to the withdrawal procedures outlined in this policy may result in delays in processing refunds or forfeiture of refund eligibility.

9. Exceptions

9.1. In exceptional circumstances, such as medical emergencies or unforeseen personal crises, the college may consider exceptions to the withdrawal and refund policy on a case-by-case basis.

9.2. Students seeking exceptions must provide supporting documentation to substantiate their request.