



Withdrawal Policy

Withdrawal by the College of an Enrolment Offer.

If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn or suspended or made subject to new terms and conditions:

(i) the College determines that there has been any breach of the College's policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle the College to exclude or remove a student, or withdraw or suspend enrolment or make enrolment subject to new terms and conditions;

(ii) there has been any misrepresentation or inadequate disclosure about the prospective student including disclosure of the student's or parents'/guardians' nationality, citizenship and visa status and subsequent changes thereof;

(iii) the College determines at any time that it cannot reasonably meet the child's needs, this may include, without limitation, situations where the College was unable to interview the prospective student fully before offering a place to the prospective student (e.g., where the prospective student was overseas) and subsequently determines it cannot meet the child's needs. If a student's existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions for any of the aforesaid reasons, this will be done pursuant to College policy.

Withdrawal by Parents/Guardians.

Within 7 working days of signing the Student Contract (the 'cooling-off' period), regardless of whether the Course Commencement Date has passed, the parents/guardians can submit a written notice of withdrawal to DCSG and receive refunds in accordance with the Refunds Table set out in Schedule D.

After the 7 working days 'cooling-off' period, if parents/guardians desire to withdraw a student for any reason from the College, the parents/guardians shall deliver a written withdrawal notice to the College following the withdrawal deadlines schedule:

| Term | Withdrawal Deadlines if leaving at the end of Term |
|--------------------------|--|
| Michaelmas Term (Term 1) | 14 th September 2018 |
| Lent Term (Term 2) | 14 th December 2018 |
| Trinity Term (Term 3) | 5 th April 2019 |

If a written withdrawal notice is delivered to the College during a College holiday it will be deemed received by the College on the first day in session following the holiday. Course fees will not be refunded for withdrawals after the 7 working days 'cooling-off' period, as stipulated by the Refunds Table set out in Schedule D of the Student Contract.