Course Withdrawals Procedure

All students who have signed a contract with Insworld and want to withdraw from their course of study, either before or after commencement of the course.

In order to withdraw from a course the student must submit a fully completed and signed Withdrawal of Course Form. If the student is under 18 years of age, the signature of the parent/guardian is required.

POLICY & PROCEDURES

▪ In order to withdraw from a course the student must submit a fully completed and signed Withdrawal of Course Form. If the student is under 18 years of age, the signature of the parent/guardian is required.
▪ Where applicable, student should discuss with the Principal or Admissions before making a final decision
▪ The application will be processed and the student notified of the outcome by mail/email within 14 working days from the receipt of the completed form
▪ As soon as the withdrawal of course is processed, the student will be deemed to have terminated their contract with the Institute and will be removed from the course.
▪ Students will be automatically withdrawn from the course if the student is absent from classes for more than 20 consecutive school days, without adequate explanation
▪ For international students holding students passes, their student passes may be terminated and the student will be obliged to withdraw for the following reasons:
  ➢ Absent from school for more than 7 consecutive school days, without adequate explanation and remain un-contactable during these 7 days.
  ➢ Convicted for breaking Singapore’s law and ICA rules.
  ➢ Expelled from the school (cross reference to Expulsion Policy).
▪ Where applicable, Insworld will cancel the Student’s Pass within 7 working days after the student has been notified of the withdrawal
▪ Where applicable, any tuition fees paid will be processed according to Insworld’s Refund Policy.