1. **PURPOSE**
   To allow students to withdraw from a course at Insworld.

2. **APPLICATION**
   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.

3. **EXCEPTIONS**
   NIL.

4. **POLICY STATEMENT**
   4.1. 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.

   4.2. Where applicable, student should discuss with the Principal or Admissions before making a final decision.

   4.3. 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.

   4.4. 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.

   4.5. Students will be automatically withdrawn from the course if the student is absent from classes for more than 20 consecutive school days, without adequate explanation.

   4.6. For international students holding students passes, their student passes may be terminated and the student will be obliged to withdraw for the following reasons:
      4.6.1. Absent from school for more than 7 consecutive school days, without adequate explanation and remain un-contactable during these 7 days.
      4.6.2. Convicted for breaking Singapore’s law and ICA rules.
      4.6.3. Expelled from the school (cross reference to Expulsion Policy).

   4.7. Where applicable, Insworld will cancel the Student’s Pass within 7 working days after the student has been notified of the withdrawal.

   4.8. Where applicable, any tuition fees paid will be processed according to Insworld's Refund Policy.