

Scope

This policy applies to the candidate withdrawal after formal confirmation of enrolment, and after the candidate has agreed to the training terms and conditions of Kingdom College.

It is a learner's right to withdraw from a Course/training programme. Although, the learners should explore other available options before withdrawing from the training programme. If a learner intends to withdraw from the training, they must notify the KC team as soon as possible.

If a learner decides to proceed with withdrawal from the course following the advice and support from trainer and other senior member at KC, they are required to confirm their decision by formally notifying the KC team via email at info@kingdomcollege.org.uk

Learners maybe withdrawn from the training for the following reasons:

- Fails to participate in required training activities
- Misconduct in violation of the terms and conditions

The decision to withdraw a learner from the training will be made collectively by the management team at KC, the learner will be notified verbally and in writing by the management.

Notification to the Awarding Body

When a learner withdraws or is withdrawn from the qualification, formal notification will be made to the Awarding Body with reasons for withdrawal.

Access to Resources

Once a learner has been withdrawn from the qualification, they will no longer have access to learner training networks and tutors as a part of the training programme.

Cancellation fee

Learners who withdraw or are withdrawn from the qualification shall be charged a cancellation fee of 25% of the total course fee.

Exemptions and appeals

The following circumstances are accepted as exemptions for the cancellation fee:

- Physical incapacitation or hospitalisation
- Extenuating personal circumstances

This information needs to be included in the Notice of withdrawal form in order for the learner to be exempt from paying the withdrawal fee. The KC team has the right to ask for evidence where appropriate.

If a learner wishes to appeal the cancellation fee, they must submit a formal application to the KC team by emailing at info@kingdomcollege.org.uk which will be independently reviewed by the KC **Director Faiz Amin Subhani**.

Last Reviewed date: 01-08-2023

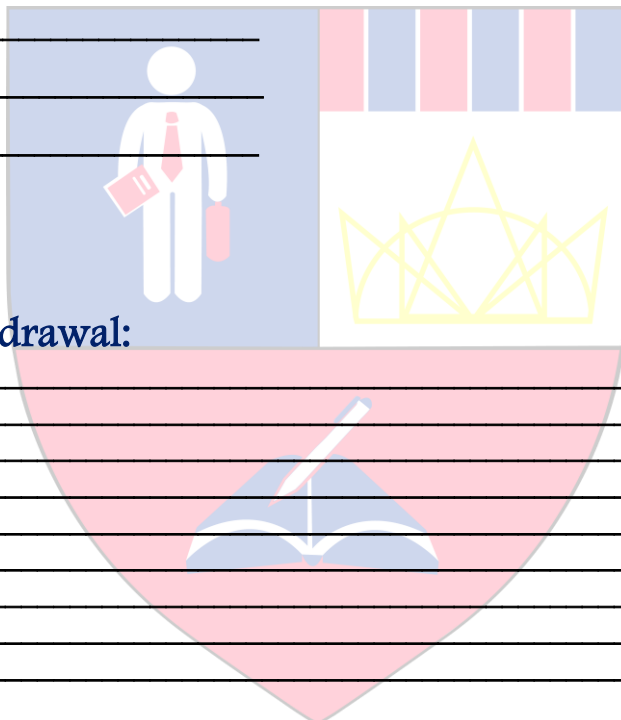
Next Review Date: 01-07-2024

Mark Simpkins, Chair of the Advisory Board



Withdrawal Form

Name: _____
Qualification Name: _____
Course start date: _____



Reasons to Withdrawal:

Signature: _____

Date: _____