

Appendix A

Funulwazi Development Academy (FDA) Cancellation & Refund Policy 2023

FDA will consider any request for cancellation of admission/withdrawal from studies if such request is made in accordance with the prescribed Policy. The Policy will include procedure for cancellation/withdrawal as well as rules for refund.

Cancellation Policy

1. This policy will form part of Admission Regulations and lays down the procedure for cancellation of admission and for refund of fee paid.
2. Any student admitted to any of the Courses offered by the **FDA** may apply for cancellation of his/her admission and/or for withdrawal from studies at any time during the academic year of admission or later.
3. Application for cancellation/withdrawal must be made in the prescribed form (cancellation request form will be sent to the applicant email on request) duly signed by the student and the parent.
4. Application for cancellation of admissions/withdrawal may be made either by presenting an application in person by the student or his/her authorised representative or by sending email to info@funulwazi.co.za attaching the completed relevant application form. No other mode of application shall be acceptable. If the application is made through email, personal appearance of the student or his/her authorised representative along with the specified documents (1. Original fee receipt, 2. Original Document of Acknowledgement), within required working days from the date of online application approved by the office of admissions is mandatory for processing the request, as on the date of application. If personal appearance is delayed, the cancellation request will be processed as on the date of such appearance and refund eligibility will be determined accordingly.
5. Refund may be considered only in respect of academic tuition fee. No refund shall be allowed in respect of Application fee and Admission Registration Fee.
6. **FDA**, in view of its strict attendance regulations does not normally admit any student to any courses after the notified last date of admission or after commencement of classes and hence the seats of cancelled admissions shall remain unfilled at all times thereafter.
7. Admissions to all courses will officially close 15 days prior to the commencement of classes and the said date of closure of admission shall be the notified date forming the basis for considering the amount of refund.
8. If a student, after joining for a Course leaves it in mid-session, the entire fees collected shall be forfeited.
9. Students seeking cancellation of admission shall be eligible for refund of Academic fee at the specified rates as detailed in the table herein below which are based on

the date of submission of application with reference to the notified last date of admission.

10. Refund of Academic Course Fee with reference to 'Last date for Admission '(as per the announced dates for different Courses) is shown in Table 1 below.
11. All refunds shall be only to the bank account of the student/parent as per the NEFT details furnished and shall be made within 20 days from the date of approval of the cancellation/withdrawal.
12. Reason/s for cancellation of admission/withdrawal will never be a factor of consideration for determining the amount of refund though the administrator may at his discretion approve refund for higher amounts depending on circumstances leading to such cancellation/withdrawal.

Table 1: Cancellation Period

Application	Last Date for Admission (15 days prior to commencement of classes)				
	15 days or more Prior to last date of admission	Less than 15 days Prior to last date of admission	15 days or less after last date of admission	30 days or less but more than 15 days after last date of admission	Beyond 30 days after last date of admission
Deduction	Admission fee	Admission fee + 10% of Course fee	Admission Fee + 20% of Course fee	Admission Fee + 50% of Course fee	Admission Fee + 100% of Course fee
Refund	100%	90%	80%	50%	00%

Approved by Management

Dr Mbongeni Hezekia Mabaso

Position: Chief Executive Manager

Signature:



Date: 03 January 2023

Ms Thandeka Carol Madikane

Position: Academic Manager

Signature:



Date: 03 January 2023