



## **Refund Policies and Procedures**

### **A. Applicable to all students**

I hereby acknowledge, understand and agree that:

1. The Application and registration Fee paid are strictly, **NON-REFUNDABLE** under any circumstances.
2. Once the initial fees are fully utilized, fees will be charged based on the Approved Course Enrolment each subsequent semester.
3. When a request for refund is desired, the request has to be explicitly expressed in writing and in accordance to guidelines and deadlines stipulated in the following clauses.

The first day of the semester is defined as the first day of general class commencement and is usually after the First Assembly.



Refunds are made in accordance to the following table:

<b>Submission of Written Notice of Withdrawal</b>	<b>Percentage of Refund</b>
More than 30 calendar days <b>BEFORE</b> the first day of classes in the semester.	80% of Tuition Fee
Within 30 days <b>BEFORE</b> the first day of classes in the semester and up to 7 calendar days <b>AFTER</b> the same new semester.	75% of Tuition Fee
Refund requested within the second week of the new semester (7th-14th calendar days).	50% of Tuition Fee
Refunds requested <b>AFTER</b> the second week (14 calendar days) of the new semester.	No Refund

4. Inspire Polytechnic reserves the right to utilized refundable Deposits to offset outstanding amounts due to the polytechnic in the computation of refunds.

5. In the event that a refund is requested after the enrolment of subject is done and the fees due are but not paid. Inspire Polytechnic reserves the right to change the fees accordingly and utilize Refundable Deposits to offset the outstanding amount due to the polytechnic in the computation fees.

6. It is imperative for me to obtain the acknowledgment of Inspire Polytechnic authorities in my submission of request for refund in order to ensure that the Polytechnic received my written request via the Withdrawal / Completion Form, including and particularly date of submission and acknowledgment of receipt of the submission.



7. The request of refund should only be made via Inspire Polytechnic Withdrawal / completion Form and that other methods of notification will not be entertained. Any amount to be refunded are subject to the approval and discretion of the Polytechnic.
8. In the event I drop any subjects before the ADD/DROP deadline and subsequently followed up with the withdrawal from Inspire Polytechnic, the Polytechnic will charge the full fees based on the initial Approved Course Enrollment
9. Inspire Polytechnic will refund the Caution Fee and Accommodation Deposit (if applicable). However, this is provided that no rule or regulations have been breached and I do not have any outstanding fee with the Polytechnic.
10. In the event of graduation or in the event of withdrawal the respective forms must be submitted within a maximum of 2 semester from the event for refundable deposits as per clause 9 above.
11. At all times, it is imperative that all rules and regulations are strictly adhered to, failing which Inspire Polytechnic Shall forfeit all refundable deposits and the said deposits may be required to be paid once again, where applicable.
12. In the event that fail to settle my fee in accordance to the respective due date, I shall be liable to pay late payment charges that shall be levied accordingly by Inspire Polytechnic.
13. I will abide to the rules and regulation as stipulated in the Inspire Polytechnic student handbook.



### **B. Applicable to International Student Only**

1. I hereby agree to submit my Application Form, Application Fee and all the fees due to the Inspire Polytechnic necessary for Visa application Nigerian processing. In the event my application is rejected by the relevant Nigeria authorities the aforementioned fees will not be refunded.

2. I have been advised to take a Pre-Arrival Medical Test (not compulsory) to be submitted (with the Lab Test & Doctor's Report) together with this Application Form to certify that am fit for this programme. I have been advised that this is pre-caution to ensure that I meet Nigerian Guidelines for Certification of Foreign Student's Health As a medical screening will be performed in Nigeria upon my arrival by panel clinic / hospital before I endorsed with a student visa. In the event I do not past the medical screening, I understand that I will be required to return to my country.

3. I hereby agree to remit with immediate effect all initial tuition fees to Inspire Polytechnic upon notification of my visa approval prior to arriving in Nigeria.

4. In the event my studies are terminated by Inspire Polytechnic on account of criminal offence, felony violation, fraud, indiscipline, misconduct misdemeanor requiring police intervention, consecutive and serious examination cheating continuous plagiarism and/or related grounds.

I understand that my fees with not be refunded. In such circumstances, the polytechnic reserves the right to utilize any fees paid and/or refundable deposits to offset the cost of deportation including the purchase of air fare and cost of transportation to the airport 5. In



the event that no deportation is required, Inspire Polytechnic reserves the right to forfeit all fees paid including all refundable deposits

## **Declaration by Student**

1. I hereby declare that all information herein provided is complete, accurate, and true to be the best of my knowledge.
2. I hereby agree that,
  - 2.1 Inspire Polytechnic reserves the right to verify the same and I also agree that the Polytechnic reserve the right to vary or reserved any decision in respect of my application in the event that the said information is found to be false, incorrect or incomplete.
  - 2.2 In the event that Inspire polytechnic shall forfeit the said fees, I shall not have any claim whatsoever against the Polytechnic.
3. I also agree that Inspire Polytechnic reserves the right to alter, amend, change or modify the current published fees and all fees payable shall be the published fees at the time of payments.
4. I hereby understand and / or agree that,
  - 4.1 All personal data information that are collected on this form and during my enrolment in order to meet Inspire polytechnic to ensure student compliance with the immigration obligation required generally; and the polytechnic can release the information provided to and not limited for the purpose of verifying qualifications and



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checking reference, financial standing, immigration status or any action similar or relevant in nature;

4.2 Inspire polytechnic, hereby reserves the right to make use of the said personal data information by me its related companies or selected parties;

4.3 I would not hold Inspire Polytechnic liable for any breach or unauthorized use / access or any loss or damage suffered as a result hereof.

5. I acknowledge that all documents submitted become the property of Inspire Polytechnic.

6. I hereby understand and agree that it shall be responsibility to know and abide with all relevant and applicable rules and regulations of Inspire Polytechnic