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# Withdrawal Policy

## (Pre-Enrolment)

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### Informing EASB

- For all students who have applied to EASB, and paid the application (and/or enrollment) fee, their applications will be reflected in the Application Status Report and New Applications Report.
- For this reason, pre-enrollment withdrawal must be made known to the school through formal writing or emails by the students, agents or china counterparts. Verbal request will not be accepted.
- Further to above, the school reserves the right to forfeit the application and enrollment fees if the applicant fails to provide the necessary documents to the schools for further processing of application within 60 days from date of application.

### Refund

- Once an applicant decides to stop an application, there is strictly no refund of application and enrollment fee.
- Under this circumstance, Registrar Office will furnish the relevant documents provided by the applicants to finance department as proof of unsuccessful application.