TERMS AND CONDITIONS OF OFFER

As a condition of enrolment, the student agrees to abide by all **KENSLEY GRADUATE SCHOOL (KGS)** policies referred to their enrolment.

- All payments must be paid prior to the due date to avoid late payment penalties (LKR 500 per day)
- Payment can be made by cash or card at your convenience
- Clearly Mention your Kensley student ID for Electronic funds transfers
- Kensley reserves the right to decide if the student meets the entry requirements for the top-up program
- By signing this enrolment form the student agrees to abide by the guidelines set by the university for the Top-Up program

FEE REFUND POLICY AND PROCEDURE

Where **KENSLEY GRADUATE SCHOOL (KGS)** cancels a course, a full refund will be offered. **KENSLEY GRADUATE SCHOOL (KGS)** will seek to reschedule the course and offer an alternative place to the student. The student is not obliged to accept the alternative course offer and may make an application for a full refund in writing using the following procedure:

The student is required to make a request via Email writing to the Finance Department on **finance@kensleygraduateschool.com** with **admissions@kensleygraduateschool.com** on copy. The request will be assesed by the finance team in consultation with the admissions department and the academic department and a response will be provided with in a period of one (1) month. If approved your refund will be processed with in five (5) days of obtaining the approval from the academic department.

NO REFUND PROVIDED

Where a student withdraws from a programme later than one week from the official commencement date of the programme, the student may not request for a course fee refund.

The registration fee non - refundable.

At the time of enrolment any Credit Transfer (CT)/ Recognition of Prior Learning (RPL) will be discussed & granted after the student provides sufficient evidence. Once the student accepts the offer, there will be no further reduction of the fee.

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Student Name   Student Signature   Date