

Refund Arrangements for Diploma in Buddhist Studies (English Medium) Programme

Refund

1. All tuition fees paid will be refunded if the Diploma in Buddhist Studies Programme (the Programme) is cancelled, withdrawn or not offered.
2. On premature cessation of the Programme, all fees and charges that have been collected will be refunded on a pro-rata basis (based on number of lectures taken) within one month from the effective date of cessation.

Deferral of Studies

3. A registered student who wishes to defer his/her studies in respect of the Programme should apply in writing to the Hong Kong Course Director. Approval of such application is at the discretion of the University of Kelaniya (UoK).
4. UoK recognizes the following grounds as a basis for deferral of studies:
 - (i) illness or medical emergency;
 - (ii) family crisis, or similar special circumstances;
 - (iii) other reasons accepted by the University.
5. The maximum period allowed for deferral of studies for each attempt is one academic year.
6. A student whose application for deferral of studies has been approved shall not receive a refund of tuition fee paid. The student is required to resume study of the same Programme for which deferral was granted. A student resuming studies need not pay additional tuition fees provided that the study is resumed at the agreed time.

Withdrawal from the Programme

7. In the event of a student withdrawing from the Programme for whatever reasons including academic hardship and/or illness, the date of withdrawal will be the date which the student formally notifies UoK in writing that he/she is no longer attending the Programme.
8. Students who apply for withdrawal from the Programme might be eligible to receive a refund *less application fee*. Students who apply for withdrawal based on the following reasons will receive a refund of paid tuition fee on a *pro-rata basis* (based on number of lectures taken):
 - (i) serious illness or medical emergency;
 - (ii) family crisis, or similar special circumstances.In either of the above cases, valid proof should be provided by the student.
9. Students who withdraw from the Programme without acceptable reason shall not receive a refund of tuition fees paid.

Application Procedures

10. Students who wish to apply for refund, deferral and withdrawal should follow the

following procedures:

- (i) Write to the Hong Kong Course Director, with reasons for application of deferral/withdrawal together with the effective date for such deferral/withdrawal. Students applying for withdrawal due to exceptional hardship cases should provide documentary evidence in order to be eligible for a refund of paid tuition fee on a pro-rata basis (based on number of lectures taken).
- (ii) The Hong Kong Course Director will make arrangements with UoK to update the registration records of the students concerned accordingly. Final notification of registration status will be forwarded to students individually.
- (iii) Students eligible for refund of tuition fee will be notified to pick up the refund cheque within one month from the date of approval of the application.

The Buddha-Dharma Centre of Hong Kong Ltd
Nov. 2022