

**Fee Refund Arrangements for**  
**Postgraduate Programmes Affiliated with the University of Kelaniya**

1. All tuition fees paid will be refunded if a Postgraduate Programme (Programme) is withdrawn or not offered.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 within one month from the effective date of cancellation or withdrawal.

**Deferral of studies**

3. A registered student of a Programme who wishes to defer his/her studies 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:
  - (a) illness or medical emergency;
  - (b) family crisis, or similar special circumstances;
  - (c) 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 who has been granted approval to defer studies shall not receive a refund of course 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 course fees provided that the study is resumed at the agreed time.

**Withdrawal from Programmes**

7. In the event of a student withdrawing himself/herself from a Programme for whatever reasons including academic hardship and/or illness, the date of withdrawal will be the date on which the student formally notifies UoK in writing that they will no longer attend their course of study.
8. Students who apply for withdrawal from the Programme might be eligible to receive a refund *less the application fee*.

9. 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 the number of semesters the student has attended):
- (a) serious illness or medical emergency;
  - (b) family crisis, or similar special circumstances.
- In either of the above cases, valid proof should be provided by the student.
10. Students who withdraw from the Programme without acceptable reason shall not receive a refund of course fees paid.

**Refund application details**

11. Students who wish to apply for refund, deferral of studies and withdrawal from a Programme should follow the following procedures:
- (a) Write to the Hong Kong Course Director, with reasons in support of the application and the effective date for such deferral/withdrawal of studies. Students applying for withdrawal from the Programme 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 the number of semesters the student has attended).
  - (b) The Hong Kong Course Director will make arrangements with UoK to update the students' registration records accordingly. Final notification of registration status will be forwarded to students individually.
  - (c) Students eligible for any refund of tuition fee will be notified to pick up the refund cheque within one month from the date of application.

The Buddha-Dharma Centre of Hong Kong Ltd.