



ClickAcademy Asia Withdrawal and Refund Policy

Email any enquiries and withdrawal request to: TeamSG@clickacademyasia.com

Withdrawal for Cause

1. ClickAcademy Asia has the right to cancel a course if the conditions to commence a course are not met such as not meeting the minimum participant number to commence the course, etc. Such decision will be normally made known to the Participant at least three (3) days before the Course Commencement Date.
2. When a course is cancelled by ClickAcademy Asia the Participant may defer the intake at no extra charge, or withdraw from the course and obtain a 100% refund of all fees paid.
3. In the case of course transfer, any unconsumed course fee from the current course can be credited to the next course intake within 3 months.
4. If the unconsumed course fee is more than the course fee payable for the new course (or course that the Participant wants to transfer to is confirmed to run), all fees made will not be refunded. If the unconsumed course fee is less than the course fee payable for the new course, the Participant need to make a top up.
5. In the case of course withdrawal, the refund of course fees will be based on the ClickAcademy Asia refund table. However, any bank charges will be borne by the Participant.

Refunds for Withdrawal for Cause:

For circumstances under (1), ClickAcademy Asia shall, within seven (7) working days after notifying the Participant, refund to the Participant the entire amount of the Course Fees already paid.

Refunds for Withdrawal Without Cause:

Where the Participant withdraws from the Course for any reason other than those set out under “Refunds for Withdrawal for Cause”, ClickAcademy Asia shall as soon as practicable after receiving the Participant’s written notice of withdrawal (and in any event no more than seven (7) working days after receiving such notice) refund to the Participant the following sums:

Notice Period (from Course Commencement Date)	Withdrawal / Cancellation Charge
More than 7 working days	No charge
7 working days or less	25% of course fee
Less than 3 working days or No-Show	100% of course fee

Kindly ensure that a member of our team in ClickAcademy Asia acknowledges your withdrawal request within one (1) working day.

Should you not receive an acknowledgement, please email TeamSG@clickacademyasia.com or call 6909 9150.