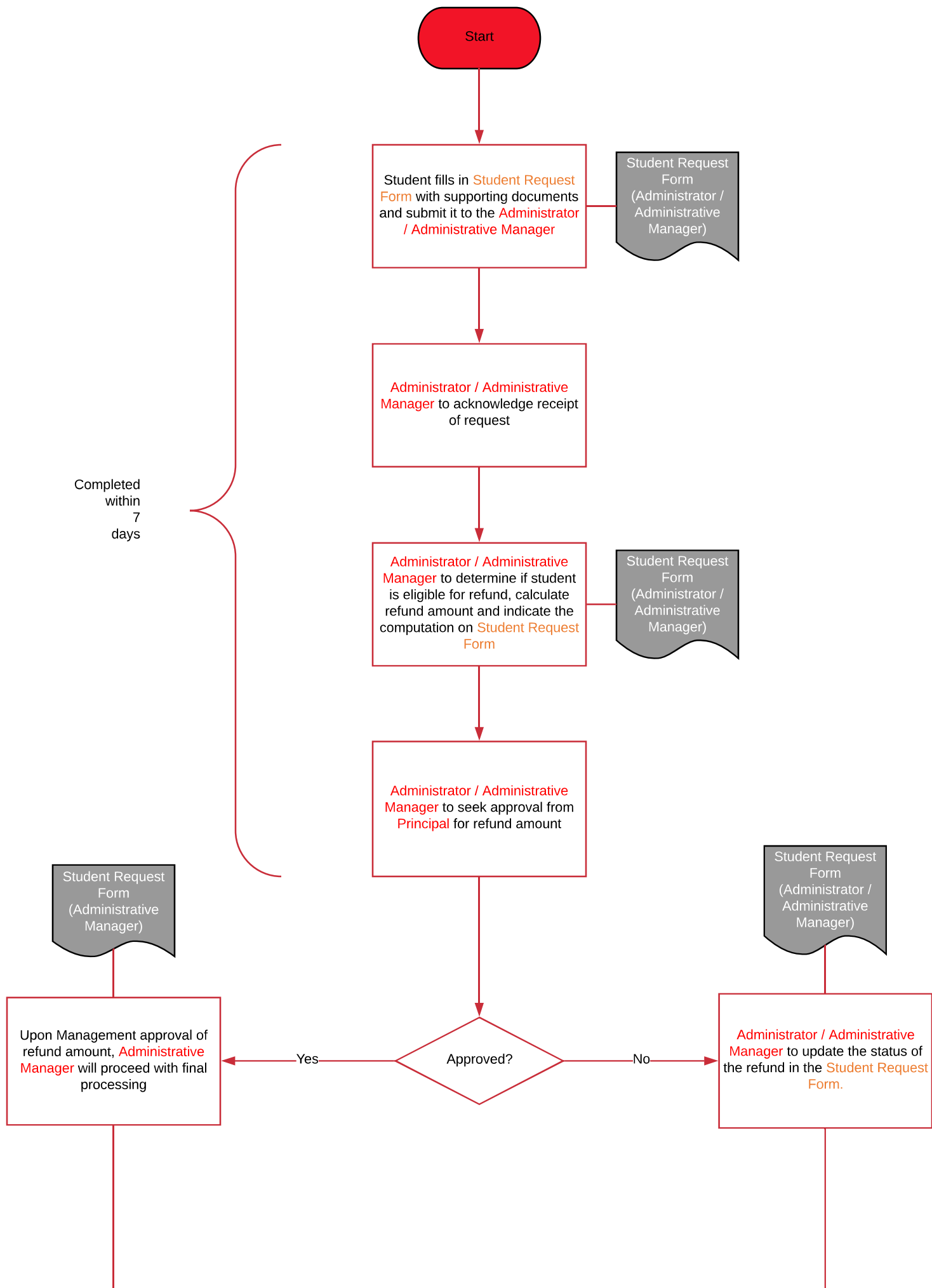
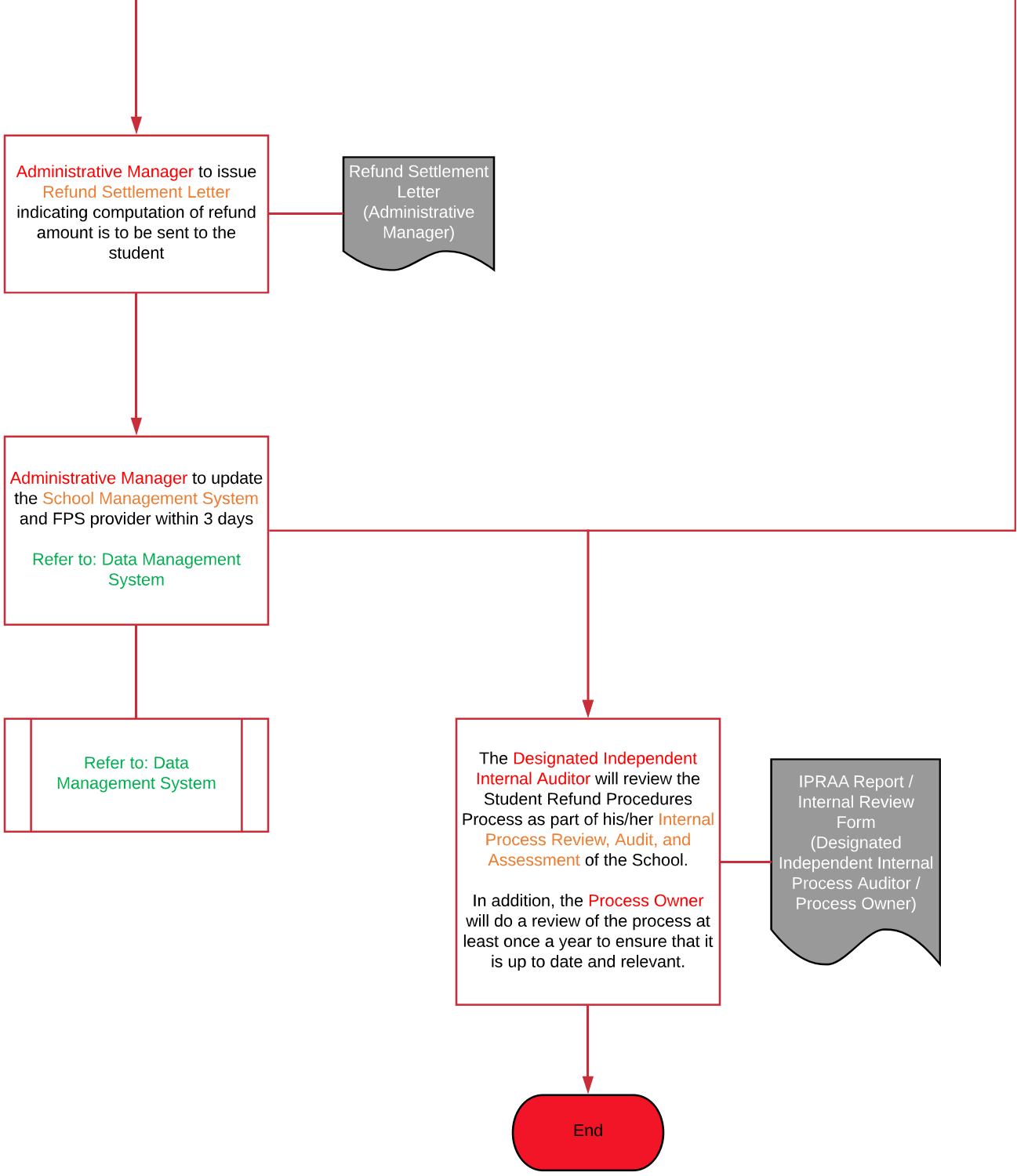


### C4.3.1 Student Refund Procedures





Administrative Manager to issue Refund Settlement Letter indicating computation of refund amount is to be sent to the student

Refund Settlement Letter (Administrative Manager)

Administrative Manager to update the School Management System and FPS provider within 3 days  
Refer to: Data Management System

Refer to: Data Management System

The Designated Independent Internal Auditor will review the Student Refund Procedures Process as part of his/her Internal Process Review, Audit, and Assessment of the School.  
In addition, the Process Owner will do a review of the process at least once a year to ensure that it is up to date and relevant.

IPRAA Report / Internal Review Form (Designated Independent Internal Process Auditor / Process Owner)

End