

## **Refund Procedure (Preparatory Courses)**

Fill up The YPLS School of Learning's 'Transfer/Withdrawal/ Refund Request Form' duly signed by both student and parent/guardian.

Attached the following supporting documents for verification:

- a) Copy of official receipt issued by YPLS
- b) Photocopy of student pass where available
- c) Other supporting documents, for example, medical reports,

