

EXIT POLICY FOR DAY SCHOLARS FROM INTAKE 40

Day Scholars (Local) – Payment Basis

Point of Exit		Registration Fee	Library Deposit	Course Fee
(1) Before signing the agreement	Before / After commencement of Academic Activities	If the candidate is absent for the registration and has decided not to register for the degree, refund the total amount paid by the candidate.		
(2) After signing the Agreement	(I) Prior to the commencement of Academic Activities (Physically or Online)	Non-refundable	Non-refundable	Refund the total amount of 1 st instalment
	(II) Within 4 weeks from the commencement of Academic Activities (Physically or Online)	Non-refundable	Non-refundable	Retain 10% of the 1 st instalment and refund the balance 90%.
	(III) After 4 weeks from the commencement of Academic Activities (Physically or Online)	Non-refundable	Non-refundable	No refund
(3) If the Agreement is signed after the commencement of Academic Activities (4 weeks to be calculated from the date of commencement of academic activities)		Non-refundable	Non-refundable	Retain 10% of the 1 st instalment and refund the balance 90%.

Day Scholars (Local) – Non-Payment Basis

Point of Exit		Registration Fee	Library Deposit	Bond Value
(1) Before signing the Agreement & Bond	Before / After commencement of Academic Activities	If the candidate is absent for the Registration and has decided not to register for the degree, refund the total amount paid by the candidate.		Not Relevant
(2) After signing the Agreement & Bond	(I) Prior to the commencement of Academic Activities	Non-refundable	Non-refundable	Not Relevant
	(II) After the commencement of Academic Activities	Non-refundable	Non-refundable	As per the Bond Value Schedule mentioned in the Agreement.

Notes:

1. The candidate can sign the Agreement after paying the relevant amount of money as mentioned below;
 - Payment basis -Registration and Administrative Fee + 1st Instalment of course fee+ Library Deposit
 - Non-payment basis - Registration and Administrative Fee + Library Deposit
2. Commencement of academic activities occurs on the date on which the lectures (physical or online) commence for the Intake, irrespective of whether the candidate is present or not.
3. Any students' issues deviating from the given conditions should be considered by a panel appointed by the Vice Chancellor of KDU.

Day Scholars (Foreign) - Payment Basis

The same exit policy is applicable for foreign day scholars subjected to the condition mentioned below:

Registration and Administration Fee of LKR 68,000 for male and LKR 72,000 for female and the Library Deposit of LKR 6,000 to be calculated in US Dollars (USD).

TRANSFER POLICY FOR DAY SCHOLARS (LOCAL & FOREIGN) FROM INTAKE 40

The students may request to transfer from the registered degree programme due to different reasons. Two (02) types of transfer requests can be considered:

1. Transfer from one degree to another within the same Intake.
2. Transfer from one degree to another in the next Intake.

The following **procedure** is to be followed in the event of requesting a transfer from one degree to another by a registered student within the same Intake or to a different Intake.

- a. The student shall submit a formal request through the relevant Head of the Department to the Dean of the faculty providing a valid reason to transfer from the registered degree.
- b. The Dean shall assess the validity of the request along with the transferring cost of the degree programme and obtain the recommendation of the Faculty Board.
- c. The matter is to be discussed and approved by the Senate.
- d. Upon the approval of the Senate, the matter can be forwarded to the Vice Chancellor's approval, along with the transferable course fee if any.
- e. The current Student Registration number of the students will be changed accordingly and a new agreement needs to be signed.

Time Frame for Requests:

Notes:

1. Given the length of the approval procedure, the students are allowed to make requests to change their current degree programme within the below mentioned time frames:
 - Transfer within the same Intake - within Four (04) weeks from the commencement of the academic activities.
 - Transfer to a different Intake - Within six (06) months from the commencement of the academic activities.
2. In the event of denying a request for a transfer, the student is allowed to either continue or exit the registered degree programme.
3. If the student decides to exit the degree, any refund is to be calculated based on the Exit policy applicable for the particular Intake considering the date of transfer request as the date of exit from the degree.
4. Any students' issues deviating from the given conditions should be considered by a panel appointed by the Vice Chancellor of KDU.