



Document title: Temporary Withdrawal (TW) Policy

Document version number: V.1

Office/department responsible: Registrar Office

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

TKH REFUND POLICY

Policy Statement/Purpose:

This policy specifies the Temporary Withdrawal rules and procedure for students who wish to suspend their studies for a limited period.

Who Needs to Know This Policy

TKH Applicants, Students, Finance Department, Registrar, Admissions Office, and IT Department.

Supporting Department

For any questions, please send an email to: registrar@tkh.edu.eg

Temporary withdrawals (TW):

Students may apply or be required to temporarily withdraw for a maximum period of twelve consecutive months for reasons of ill health or other circumstances (third party documentary evidence must be provided).

Such an application will need to be approved by the Coventry University Branch at The Knowledge Hub.

The period of withdrawal shall be included within the maximum registration period for the award.

A student returning from a period of withdrawal shall be subject to the Academic Regulations that apply to the cohort being joined. Marks attained up to the point of withdrawal shall stand.

Policy guidelines:

- If an enrolled student wishes to TW partway through the semester or before the beginning of the semester, he/she is required to send an official email and a completed TW Form to the Registrar Office and accompanied with supporting documents, if any.
- As per TKH-UG general regulations, the TW application is reviewed by the Registrar Office to decide if the student is eligible for a TW.
- The student account will be credited with the amount already paid. However, please note that tuition fees are liable to change each year. Therefore, the fees the student will be charged upon his/her resumption will be at the rate for the year studies are resumed. Other fees, such as transportation, medical insurance, nonacademic and lab fees will be paid upon the student's return. Upon receiving the approval from the registrar office, an additional TW administrative fee of 10K EGP will be due to finalize the procedure



The Knowledge Hub
Universities

- TW does not entitle the student to receive a refund (i.e. The refund policy is not applicable for TW).
- The Student is not allowed to withdraw her/his official documents submitted upon admission to TKH.

Origination Date: September 2020

Next Review Date: December 2021

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

Version Log	Date	Name and Signature President of TKH
Version V.1		



Temporary Withdrawal Request

Students may apply or be required to temporarily withdraw (TW) for a maximum period of twelve consecutive months under the procedure notified at Coventry University Branch at The Knowledge Hub for reasons of ill health or other circumstances (third party documentary evidence must be provided).

Such an application will need to be approved by Coventry University Branch at The Knowledge Hub. The period of withdrawal shall be included within the maximum registration period for the award. A student returning from a period of withdrawal shall be subject to the Regulations that apply to the cohort being joined. Marks attained up to the point of withdrawal shall stand.

Upon receiving the approval from the registrar office, an additional TW administrative fee of 10K EGP will be due to finalize the procedure. Please make sure all three sections of the form are filled out.

Please refer to the Temporary Withdrawal Policy on our website.

1.1 Personal Information

Student Name	
Student ID	
Student e-mail	
Academic Year	
Current Programme of Study	
Degree Year	
Date of Request Submission	

1.2 Reason for request:

Please write the Temporary Withdrawal reason, and any other information that may support your request.

.....

.....

.....

.....

.....

.....

Signature

.....



1.3 Clearance List

Department	Note	Signature
Library		
Finance Department		
Registrar		

Head of School

.....