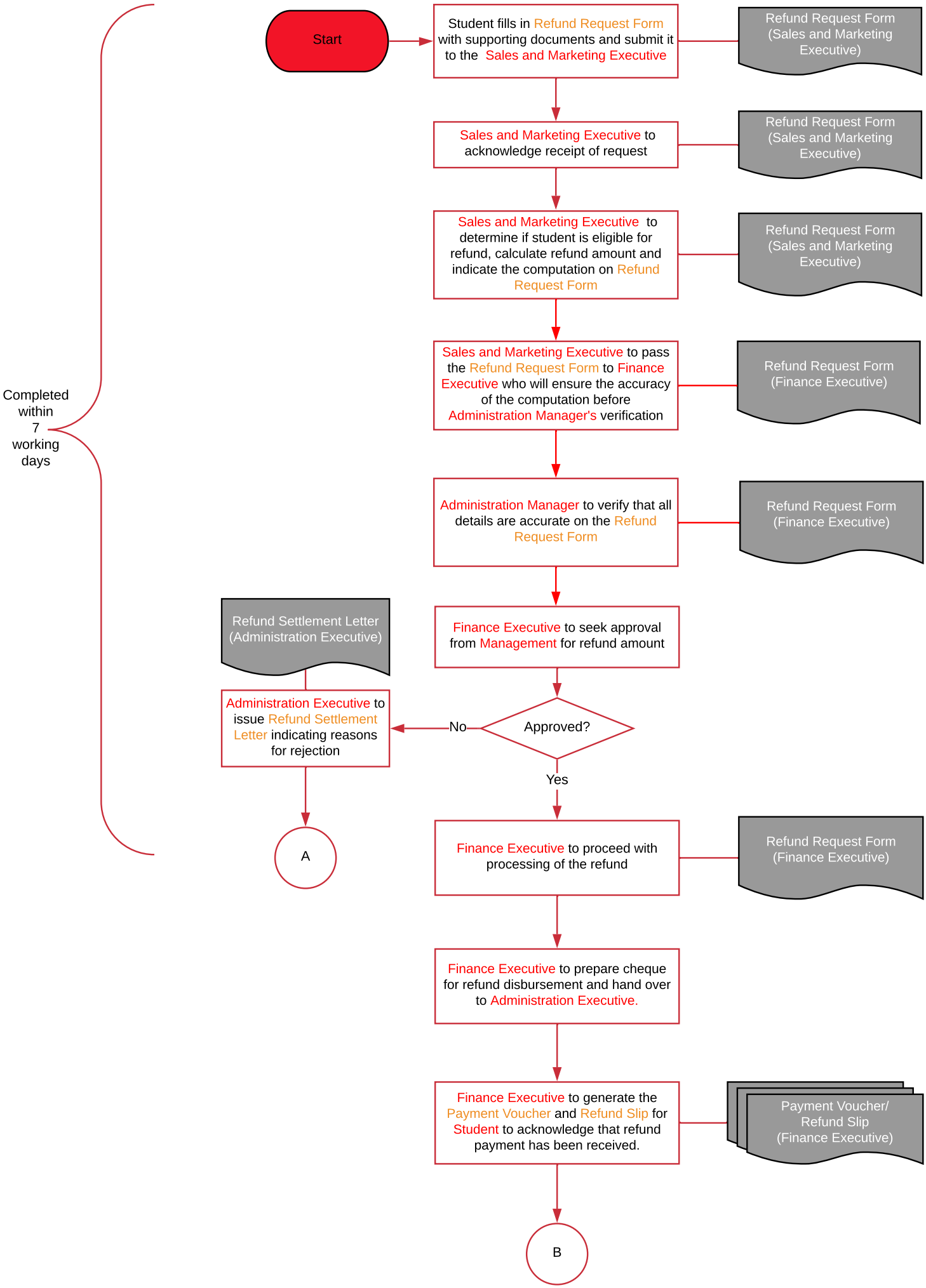
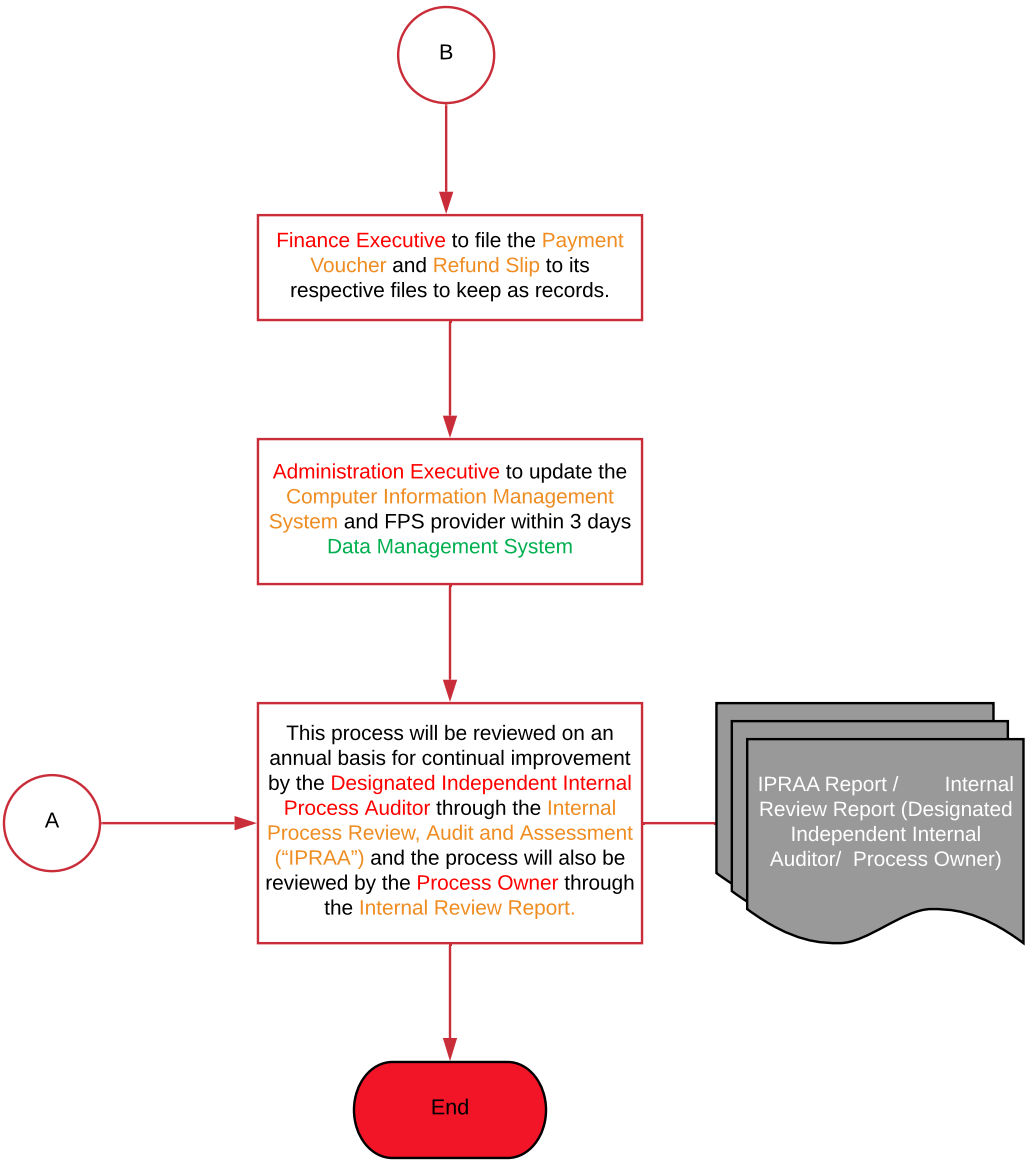
OM-C4.3.1 Student Refund Procedures




B
Finance Executive to file the Payment Voucher and Refund Slip to its respective files to keep as records.
Administration Executive to update the Computer Information Management System and FPS provider within 3 days Data Management System
A
This process will be reviewed on an annual basis for continual improvement by the Designated Independent Internal Process Auditor through the Internal Process Review, Audit and Assessment ("IPRAA") and the process will also be reviewed by the Process Owner through the Internal Review Report.
IPRAA Report / Internal Review Report (Designated Independent Internal Auditor/ Process Owner)
End