

## Frequently Asked Questions

<b>S/No</b>	<b>Frequently Asked Questions</b>	<b>Answers</b>
01	I do not meet the entry requirements. Can I still enroll for the course?	Entry requirements are established to ensure learners are able to cope up with the lesson. We would recommend learners to consider a course that they are able to keep pace with. Birmingham Academy reserve the rights to reject learners' enrollment should they fail to meet the entry requirement.
02	If I have decided to withdraw from the course, will the school refund whatever I have paid for the said course?	<ul style="list-style-type: none"><li>- If withdrawal is requested 7 working days before the course starts, Birmingham Academy will charge an administrative fee of 10% of the said course. Whatever balance after reducing the administrative fee will be refunded to the applicant.</li><li>- If the withdrawal is requested 6 working days or less before the course starts, Birmingham Academy will not do any refund, regardless of amount paid.</li><li>- If withdrawal is done after the course starts date, Birmingham Academy will charge the full course fee to learner.</li></ul>
03	Will I need to top up the course fee payable under normal circumstances?	You must top up the different between the course fee and the course funding.
04	Is Birmingham Academy courses able to convert to a Diploma?	At the moment, Birmingham Academy only offer modular courses. For conversion, you may either check with a CET or SSG.